



2009-2010 Student Development Guide



**ANDERSON**  
UNIVERSITY

*knowledge for the journey*





# STUDENT DEVELOPMENT GUIDE 2009-2010

Published by Anderson University  
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## NON-DISCRIMINATION

*Anderson University accepts students on the basis of academic qualifications, character, and evidence of the potential to benefit from the university experience. The University accepts all qualified applicants without regard to race, religious creed, place of national origin, sex, age, disability, or ethnic group.*

# WELCOME!

Welcome to *The Student Guide - The Student Handbook of Anderson University*. In this handbook, you will find information essential for making your way through the puzzles that the University may present.

If you cannot find a particular item, turn to the Index. If you're still stumped, call the Office of Student Development at (864) 231-2075.

The Handbook includes Anderson University policies and procedures, locations and purposes of administrative offices, and other helpful details. It is advisable that all students review the Handbook carefully as its contents are binding on all students of Anderson University. Please note, though accurate at time of publication, some information in The Guide may change as the school year progresses. The University reserves the right to amend this Handbook at any time without notice. Amendments will appear in the online version of The Guide as soon as possible after taking effect. It is the student's responsibility to stay alert to possible amendments and updates.

The Office of Student Development is here to help (as are the other fine offices at Anderson University). Look for us on the first floor of the Merritt Administration Building.

# FROM THE PRESIDENT

Welcome to Anderson University!

Those participating in the life of the University under this academic catalog will write the history of the 99<sup>th</sup> year of operations of our beloved institution.

Acting out of a deep desire to build a *rare* learning environment, our founders were people of commitment and vision.

And so it is that today Anderson is a *rare* place indeed - where the entire campus community is devoted to the high ideals of Christian higher education in an intellectually stimulating environment.

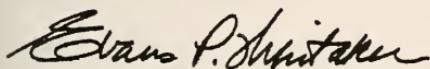
Here, we view life as a *journey* . . . gifted to each of us by God and filled with choice and possibility every step of the way.

As you pursue your particular goals and dreams this year, I encourage you to consider that the greatest danger to becoming the person you were meant to be is to fall into the trap of complacency. Anderson University itself is a very good place and our greatest challenge is to energize one another to make certain that as good as we are, we are continuously cultivating the desire, ability, and expectation to improve on what we do.

Students, we have a deep desire that attending Anderson University will be just the start of a lifetime marked by an unquenchable thirst for knowledge, exploration, and service.

Have a great year at AU!

Cordially,



Evans P. Whitaker, Ph.D.

# WELCOME FROM SGA

Fellow Students,

Welcome to our beautiful and expanding campus here at Anderson University! This year, I believe we all, new and returning students alike, will find novel and exciting experiences and memories that will stay with us for a lifetime. I hope you had an enjoyable and rewarding summer break, and you are once again ready to begin a new school year.

To ensure that such a memorable year occurs, the Student Government Association (SGA) needs to hear from you. SGA is here to serve AU's students. We, the students, are an integral part of this campus. SGA is prepared to listen to and work with you for the betterment of our campus, not only for ourselves but also for future students. We welcome new ideas and want all students to get involved. You can contact the SGA Executive Committee, your class president, or class senators with your ideas. You could also bring questions or requests to the SGA Office located in the basement level of Denmark.

Also, I encourage you to see what AU has to offer. Explore the talent and fun around our campus. Support the AU Playhouse, attend vocal and instrumental performances, go to an art gallery, and cheer on all of our many awesome athletic teams. I hope you get involved in the activities and events provided by Student Activities, Student Alumni Association, Campus Ministries, and all the other student organizations.

In addition to your involvement on campus, you are also needed in praying for our school. It is because of God's love, mercy, grace and faithfulness that we are who, what, and where we are. Simply for that, He deserves all of our respect and praise. With our Father's direction, AU can continue on its path of growth and go farther than we can fathom. Let's make this year unforgettable at Anderson University! I am definitely excited to see what God has in store!

Gratefully serving with you,

*Silas B. Crisp*

Silas B. Crisp  
Student Body President 2009-10

This handbook does not constitute a contract between a student and Anderson University either expressed or implied; and Anderson University reserves the right at any time to change, delete, or add to any of the content at its sole discretion (2008-2009).

## INTRODUCTION

Anderson University provides a comprehensive program of Student Development. All activities and programs are designed to help students to have positive and rewarding personal growth experiences while at Anderson University. The areas within the Office of Student Development include Career Services, Center for Student Success, Counseling, Health Services, Intramurals, Orientation, Residence Life, Student Activities, and Student Government. We also work in partnership with Campus Ministries, Athletics, as well as the academic community.

As a whole, the Office of Student Development is concerned with programs that facilitate and enhance student learning outside the classroom. Working together, Anderson University's faculty and staff are committed to learning outside the classroom and are committed to challenging and supporting students as they strive to develop intellectually, physically, socially, morally, and spiritually.

## MISSION STATEMENT OF PURPOSE

Anderson University is an academic community, affiliated with the South Carolina Baptist Convention, providing a challenging education grounded in the liberal arts, enhanced by professional and graduate programs and a co-curricular focus on the development of character, servant leadership, and cultural engagement. This is a diverse community that is Christ-centered, people-focused, student-oriented, quality-driven, and future-directed.

## VISION STATEMENT

To be a premier teaching university where liberal arts and professional studies thrive within a distinctively Christian community of faculty, staff and students dedicated to learning and service.

## VALUES

Anderson University takes pride in being able to function as a community rather than a conglomerate. Accordingly, we have adopted a set of community values that support our aspiration to fulfill the University's mission and achieve its vision, both of which are considerable aims. Values serve as guiding principles that shape our daily actions. These are dimensions of our community we believe are very important and should be known and understood by everyone within our institution.

### *Value: A Commitment to a Christian Community*

Anderson University is a Christ-centered community that presents Jesus as the Christ and as the ultimate model for personal behavior. The unifying principle of Anderson University is a Christian vision of life in which community participants are encouraged to develop a Christian world view and live up to the high calling of the Great Commandments which tells us to love God with our hearts, with our minds, and with our souls, and to love others completely. We seek to build an academic community where men and women can be lovingly and gracefully introduced to an understanding of God, His creation and grace, and humanity's place of great privilege and responsibility in God's world.

### *Value: A Commitment to Liberal Arts*

Anderson University is dedicated to provide a challenging commitment to Liberal Arts and is a comprehensive institution that provides a challenging education. We offer a variety of majors and concentrations in both the liberal arts and the professional disciplines. All programs provide the student with rigorous and engaging learning experiences that emphasize the knowledge, intellectual skills, and conceptual frameworks central to the discipline. A central, cohering value of the Anderson University academic experience is that each field of study includes a rich core of liberal arts courses in the foundational fields of human knowledge and achievement. These courses comprise the requisite knowledge to facilitate the development of skills in critical thinking, interpersonal relationships, ethical reflection, and an appreciation of the fine arts as integral to an educated citizenry.

***Value: Commitment to the Individual***

Anderson University is a people-focused community where individuals are valued and where all participants seek to honor one another through words, behavior, and a commitment to each person's success. Here, people are encouraged to value individuals and the creative possibilities that lie within each of us. Together, we dedicate ourselves to the values and success of Anderson University.

***Value: Commitment to Students***

Anderson University is a student-oriented community where our core process is teaching and learning aimed at the development of graduates of disciplined intelligence, competence, character, and faith. We acknowledge that significant responsibility for their education. Thus, Anderson University provides opportunities for academic, spiritual, social, and physical growth through the academic program as well as co-curricular programs including Campus Ministries, Student Government and Student Activities, Residence Life, Athletics, Community Service, and Health Services.

***Value: Commitment to a Diverse Student Body***

Anderson University is committed to recruiting students who are supportive of the mission of the University as a Christian institution and who can benefit from the academic programs and student services offered. Our goal is to recruit a student body broadly representative of the cultural and ethnic diversity of our region and characterizes the society in which graduates will live and work. The University seeks to offer programs appropriate for resident students, commuting students, traditional university age students, and adult students, as well as graduate students. Moreover, Anderson University has a primary goal to provide a safe and supportive environment that fosters the development of the whole person and nurtures respect for the worth of the individual, the sanctity of life, and for all God's creation.

***Value: Commitment to Continuous Quality Improvement***

Anderson University is a quality-driven community where a commitment to continuous quality improvement enhances all aspects of the University, as well as improves the effectiveness of individuals in carrying out our responsibilities. Being a quality-driven institution requires us to be a "learning organization" wherein we constantly learn from our own organizational experience, we stay abreast of and learn from best practices in the larger higher education community, and we continuously strive to strengthen and add value to our institution, so it can function at its best and serve its stakeholders to the fullest of its potential.

***Value: Commitment to the Future***

Anderson University is a future-directed community. We seek to be an agile institution that continuously identifies, evaluates, and if appropriate, seizes upon windows of organizational opportunities in a timely manner to the extent our resources will allow. As stewards of our institution, we seek to maximize all our resources to fulfill our common mission and vision.

***Value: Commitment to Servant Leadership***

Anderson University seeks to equip men and women to have the skills, knowledge, and dispositions to impact their communities and the world through their professional contributions and spiritual gifts. Our goal is to develop servant leaders who live out their daily lives at home and at work with a deep and profound commitment to the tenets of Jesus Christ. Most importantly, servant leaders are first and foremost servants. They are affirmative builders of a better society. They understand the value of effective listening and are skilled communicators. Servant leaders have empathy for others and are accepting of diverse people. Servant leaders have power through a voluntary commitment to others. They are able to view events and situations from a broad perspective yet also spend time in the trenches and understand the practical and realistic. They help others grow to become wiser and more independent and ultimately to become servant leaders themselves.

# LIST FOR RESOURCES

Absences: Class.....	Individual Instructor
Academic Honors.....	Provost
Assignment of Academic Advisor.....	Dean of the College
Athletics.....	Athletic Director
Automobile Registration .....	Campus Safety Office
Career Concerns.....	Career Services Office, Academic Advisor
Check Cashing .....	Business Office
University Vehicles.....	Facilities Coordinator
Course Selection .....	Academic Advisor
Drop a Course.....	Anderson Central for Forms, then Advisor and Faculty Member
Residence Hall Repairs .....	Residence Life Area Coordinator or Residence Life Office
Holidays, Class Schedules, University Calendar of Events .....	Academic Dean's Office
Residence Hall Room Requests.....	Residence Life Office
ID Cards.....	Campus Safety Office
Illness .....	Health Center/Campus Safety Office
Intramurals.....	Intramural Director
Lost and Found .....	Campus Safety Office
Newspaper (Echoes) .....	Echoes Office
Parking Decals .....	Campus Safety Office
Personal Problems .....	Counselor, Area Coordinator or RA
Academic Probation/Suspension.....	Provost
Room Change or Room Keys .....	Residence Life Office
Roommate Problem.....	RA, Area Coordinator or Residence Life Office
Stamps.....	Post Office
Student Activities .....	Student Activities Office
Student Bank .....	Business Office
Student Work .....	Financial Aid Office
Summer School and Evening Classes .....	Registrar's Office/Evening Admissions
Thefts.....	Campus Safety Office
Traffic Tickets:	
Inquiry .....	Campus Safety Office
Payment .....	Anderson Central
Transcript of Record or Credits .....	Anderson Central
Transferring to Another University .....	Advisor
Visitor Registration .....	Residence Life Office
Withdrawing from University.....	Center for Student Success

# ACADEMIC CALENDAR - 2009-2010

## SUMMER SCHOOL, 2009

First Term: May 4 – 22; Registration Deadline – May 1  
Second Term: May 25 – June 19; Registration Deadline – May 22

## SUMMER ORIENTATIONS, 2009

June 18-19 (Thursday-Friday)

June 25-26 (Thursday-Friday)

## ADULT ACCELERATED DEGREE PROGRAM - FALL, 2009

Term I - August 10 – October 5 (**Holiday - September 7**)

Term II - October 12 – December 10 (**Holiday – November 26**)

## FALL SEMESTER, 2009

New Faculty Orientation .....	Monday-Tuesday, August 10-11
Faculty/Staff Meeting and Divisional Planning .....	Thursday, August 13
Faculty Retreat .....	Friday, August 14
Residence Halls Open .....	Saturday, August 15
Opening Worship for Freshmen Students and Their Families .....	Sunday (Morning), August 16
First Day of Class for the Fall Semester .....	Wednesday, August 19
Opening Convocation (During Chapel Period) .....	Wednesday, August 26
Last Day to Withdraw from a Course With No Grade (Fin. Responsibility After This Date) .....	Tuesday, September 1
Labor Day Holiday .....	Monday, September 7
Early Academic Alert Reports Due .....	Wednesday, September 23
Fall Break .....	Thursday - Friday, October 8-9
Last Day to Withdraw from Courses .....	Tuesday, October 13
Pre-Registration for Spring Semester, 2010 .....	Thursday, October 29 - Wednesday, November 11
Thanksgiving Holidays .....	Wednesday - Friday, November 25-27
Last Class Day .....	Thursday, December 3
Final Examinations .....	Friday, December 4 - Thursday, December 10
Graduation .....	Wednesday, December 16

## ADULT ACCELERATED DEGREE PROGRAM - SPRING, 2010

Term III - January 7 – March 1

Term IV - March 4 – May 3 (**Spring Break - March 15 and March 18**)

Term V - May 6 – July 1 (**Holiday – May 31**)

## SPRING SEMESTER, 2010

Faculty In-Service Training .....	Wednesday, January 6
Faculty Planning Day .....	Thursday, January 7
Residence Halls Open .....	Thursday, January 7
Orientation for New Students .....	Friday, January 8
First Day of Class for the Spring Semester .....	Monday, January 11
Last Day to Withdraw from a Course with No Grade (Fin. Responsibility After This Date) .....	Friday, January 22
Founders' Day Convocation .....	Wednesday, February 10
Early Academic Alert Reports Due .....	Friday, February 12
Last Day to Withdraw from Courses .....	Tuesday, March 2
Spring Break .....	Saturday, March 13 - Sunday, March 21
Pre-Registration for Summer Sessions and Fall Semester, 2010 .....	Thursday, March 25 - Thursday, April 8
Good Friday Holiday .....	Friday, April 2
Honors Convocation .....	Wednesday, April 14
Last Class Day .....	Tuesday, April 27
Final Examinations .....	Wednesday, April 28 – Tuesday, May 4
Graduation .....	Saturday, May 8

## SUMMER SCHOOL, 2010

First Term: May 10 – 28; Registration Deadline – May 7

Second Term: May 31 – June 25; Registration Deadline – May 28

# EXAM SCHEDULE 2009-2010

## FALL 2009

<u>EXAM PERIOD</u>	<u>FRIDAY DEC 4</u>	<u>MONDAY DEC 7</u>	<u>TUESDAY DEC 8</u>	<u>WEDNESDAY DEC 9</u>	<u>THURSDAY DEC 10</u>
	CLASSES THAT MEET AT				
9:00-11:00	8:00MWF	8:00TR	9:00MWF	9:30TR	13:30MWF
13:00-15:00	11:30MWF	11:00TR	12:30MWF	12:30TR	14:00TR
15:00-17:00		14:30MW	15:30TR	16:00MW	
18:00-20:00		18:00M		18:00R	
<u>EXAM PERIOD</u>	<u>TUESDAY DEC 1</u>	<u>WEDNESDAY DEC 2</u>			<u>THURSDAY DEC 10</u>
18:00-20:00	18:00T	18:00W			Accel. Exam
17:30-19:40					Accel. Exam
19:50-22:00					

## SPRING 2010

<u>EXAM PERIOD</u>	<u>WEDNESDAY APRIL 28</u>	<u>THURSDAY APRIL 29</u>	<u>FRIDAY APRIL 30</u>	<u>MONDAY MAY 3</u>	<u>TUESDAY MAY 4</u>
	CLASSES THAT MEET AT	CLASSES THAT MEET AT	CLASSES THAT MEET AT	CLASSES THAT MEET AT	CLASSES THAT MEET AT
9:00-11:00	8:00MWF	8:00TR	9:00MWF	9:30TR	13:30MWF
13:00-15:00	11:30MWF	11:00TR	12:30MWF	12:30TR	14:00TR
15:00-17:00	14:30MW	15:30TR		16:00MW	
18:00-20:00	18:00W	18:00R			
<u>EXAM PERIOD</u>	<u>MONDAY APRIL 26</u>	<u>TUESDAY APRIL 27</u>		<u>MONDAY MAY 3</u>	
18:00-20:00	18:00M	18:00T		Accel. Exam	
17:30-19:40					Accel. Exam
19:50-22:00					

## CENTER FOR STUDENT SUCCESS

The Center for Student Success provides academic support to undergraduate students, primarily those in the traditional programs of Anderson University. Support services are provided to students at no additional cost.

### Tutoring

Peer tutors provide assistance to traditional students, and on a limited basis, to ACCEL students. The focus of tutoring is general education and beginning major coursework. Assistance with writing in any discipline and with English coursework is available through the Writing Center, which shares space with the Tutoring Lab.

### Academic Support

Academic support activities, including one on one coaching, are available to students. Traditional undergraduate students receive support through the Center for Student Success, and ACCEL students receive support through the ACCEL office.

### Support for Students with Disabilities

Students with documented disabilities, who desire classroom or other reasonable accommodations, may request these services through the Center for Student Success. Valid and recent (usually no older than three years) documentation confirming the disability and recommending appropriate accommodations must be provided to the Center for Student Success in order for accommodations to be made. As verification and processing take some time, students are urged to contact the Center as early as possible. The University does not offer academic programs or courses designed specifically for students with learning disabilities, but it can provide reasonable and appropriate accommodations with valid documentation.

## COUNSELING

Counseling is a process of assessing both academic and personal growth, discovering potential, dealing with adjustment problems, and developing plans that will create a more satisfying lifestyle. A variety of counseling services are available to all students. There is no charge for most services, and the highest ethical standards are maintained.

### Personal Counseling

Individual, confidential personal counseling is available to students. This type of counseling is useful for those who are having significant problems with adjusting to life changes such as college life and academics, new roommates/friendships, grief/loss, and changes in family life. Counseling is also appropriate for those who are having significant distress over interpersonal relationships or personal feelings, such as loneliness, self-esteem, stress, anxiety, and depression. Students struggling with issues such as time management, religious questions, eating disorders, drug and alcohol use, and many other personal concerns seek counseling. Pre-marital and marital counseling, and help with most interpersonal relationship problems are also available at the counseling center. Counseling services are for short-term problems. Those individuals who require long-term assistance or have medication needs are referred to off-campus professionals. Contact the counseling center at 231-2149 or 622-6074 for information concerning referrals to off-campus providers in the community. For information concerning a variety of mental health related topics, including self-help materials and off campus support groups, refer to the counseling webpage on the university website.

## MENTAL HEALTH POLICY

- I. **Purpose:** To ensure access to appropriate, quality mental health services of all students at Anderson University.
- II. **Responsibility:** It is the responsibility of the staff at Anderson University Counseling and Health Service Center to ensure that students with mental needs are accessed into a quality mental health service.
- III. **Scope:** The welfare of the students at Anderson University is the responsibility of everyone employed by Anderson University.
- IV. **Policy:** Staff of the Anderson University Counseling and/or Health Service Center will

evaluate and refer students needing mental health services, utilizing the following guidelines:

- A. Any student expressing a mild, moderate or severe need related to mental health issues will be referred to the university counselor.
- B. During Office Hours:
  1. A student with mild (no death wish) depression or other non-acute mental health need will be evaluated by the counselor. If the counselor is not available, the nurse will evaluate student and make an appropriate referral.
  2. A student with moderate (death wish or thought) or severe (suicide plan or attempt) depression or other acute mental health need will be referred to AnMed Behavioral Health.
    - a. If observed by non Health Center personnel, call Campus Safety at EXT 2060
    - b. Contact University counselor or nurse if counselor is not available.
    - c. If the threat is imminent, call 911.
    - d. If not an imminent threat, contact Anmed Behavioral Health at 261-1819
    - e. Transport student or stay with student until transportation is available. **DO NOT LEAVE STUDENT ALONE!**
    - f. If student is admitted, assist with admission if necessary.
    - g. If student is not admitted or after discharge, assist with arranging follow-up care as needed.
    - h. Notify the Vice President or Associate Vice President for Student Development. They will make the decision to notify parents.
- C. After Office Hours: A mental health crisis occurring after hours involving either Campus Safety, RA, Area Coordinator, or Residence Life Director should implement the guidelines below:
  1. **DO NOT LEAVE THE STUDENT ALONE!**
  2. If determined an imminent threat, call 911.
  3. Call Campus Safety at EXT 2060.
  4. If Area Coordinator has not been notified, call Area Coordinator on duty.
  5. Call the counselor at 622-6074 and talk with the after hours on-call nurse. She will advise and make any additional contacts.
  6. If student is taken to the Emergency Room, Campus Safety should contact the University Counselor.
  7. Notify the Vice President or Associate Vice President for Student Development. They will make the decision to notify parents.
- D. Criteria for return to campus after moderate or severe episode or other acute mental health crisis:
  1. **THE STUDENT MUST HAVE A WRITTEN STATEMENT FROM A DOCTOR STATING HE/SHE IS STABLE, ABLE TO MEET THE DEMANDS OF COLLEGE LIFE AND POSES NO THREAT OR HARM TO HIMSELF/HERSELF OR OTHERS.**
  2. Copies of the above statement must be given to staff at Anderson University Counseling Center and/or Vice President of Student Development.
  3. Before returning to campus, each individual student will be evaluated by a multi-disciplinary team at Anderson University. This team will determine if continued enrollment, at this time, is in the best interest of the student and University. If the student returns, the team will develop the most appropriate plan to assure the student a successful return to Anderson University.
- E. The Counseling Center will assist with follow-up, as needed in regards to appointments, medication, and participation in a multi-disciplinary team to assure that the student has a plan for support and a successful return to campus.

## CAREER/EDUCATIONAL PLANNING

The Career Services Center provides assistance to students by helping them relate their career goals to their educational plans. The staff seeks to meet students at their individual level of need in developing a self-directed career search. This may begin through experiences, and it may expand throughout a student's University years to resume development, graduate school planning, work experiences, and development of interviewing skills. Assistance may also include advising students who need to transfer to other universities in order to take advantage of academic programs not offered by Anderson University. For graduate study, this office can provide information regarding admission/appropriate admissions tests.

The Career Services Center also provides the following career and interest inventories to aid students in identifying a career choice: Strong Interest Inventory and Meyers/Briggs.

## HEALTH SERVICES

The goal of the Health Service Center is to provide a Christ-centered clinic that will provide care to enhance the educational process, by removing or modifying barriers to learning and to promote an optimal level of wellness.

The Health Center is located on the bottom level of the Village. Limited health care services are provided to all students; residential and commuters. Services at the AU Health Center are provided at no cost [except for vaccines]; however, fees for services rendered off campus will be the responsibility of the student.

The Health Center is open Monday - Friday. Daily hours and drop-in times are posted at the beginning of each semester. An RN is available to take your calls after hours, weekends & holidays to answer your health questions.

If a student needs to see a physician Anderson University Health Center can refer to AnMed Family Medicine for a limited fee. This referral is available whether you have health insurance or not. The referral covers acute "sick" visits, not chronic health concerns. If a student requires health services off-campus, it is the student's responsibility to arrange his or her own transportation.

Services offered include but not limited to:

- ☛ Assessment by RN
- ☛ Health Consultation
- ☛ Limited physical exam
- ☛ Referral for physician evaluation if needed
- ☛ Health education literature
- ☛ Health programming
- ☛ Flu Shots
- ☛ TB Skin Test

## FRESHMAN PROGRAMS AND COMMUNITY SERVICE

The Office of Freshman Programs and Community Service, located in Merritt Administration Building, is responsible for coordinating the Freshman Experience Program and all community service projects available through the University. In addition to providing additional support to students, this office also seeks to further the University's basic mission of service to others.

The Freshman Experience Program is a comprehensive support program for freshmen designed to help develop a solid foundation on which to build their total University experience. This program provides opportunities for academic enhancement, social development and spiritual enrichment.

Through coordination of community service projects, the Office of Freshman Programs and Community Service provides an opportunity for students to meet not only some of their basic University requirements but also to give them an opportunity to experience first hand the rewards of giving back to the community in a variety of mutually beneficial ways.

## RESIDENCE LIFE

Residence Life at Anderson University offers students an opportunity to grow and develop through living and learning with others in an educational community. The residence hall is more than just a place to live; it is an environment for individual growth through community living.

The Residence Life staff strives to provide comfortable, safe, attractive, and functional residence halls and residence hall life that is conducive to social adjustment, personal growth, and responsible citizenship. Anderson University has both professional staff and student resident assistants living on campus to meet the needs of students as they strive to make the residence hall experience a positive one. The Residence Life staff members offer many learning opportunities by promoting programs and activities which enhance student development.

In order to ensure a smooth operation of the residence halls, policies designed to facilitate community living have been developed.

All residence halls and apartments are closed to students during the Christmas holidays. Although personal belongings may remain in rooms during this period (unless a room change has been requested), students must vacate the area within 24 hours after their last exam for the fall semester has been taken. Residence halls and apartments will not re-open until the day the Orientation for new students (for the spring semester) is scheduled. Residence halls and apartments remain open during all other holidays and during Fall Break and Spring Break.

## RESIDENCE POLICY

Believing that students benefit in personal growth and educational opportunity from residential living, Anderson University requires all freshman and sophomore students to live in campus housing. Students who meet one of the following criteria may elect to live off-campus prior to their junior year.

1. Married.
2. Live locally with a parent, brother, sister, or other close relative.
3. Are 21 years of age prior to the beginning of the semester.
4. Have lived in campus housing for four semesters (excluding summer school) without attaining junior academic status.
5. Have special permission from the Vice President for Student Development to live off-campus. Freshman and sophomore students who wish to live off-campus and do not meet one of the first four criteria must complete a request form in the Residence Life Office. Students will be notified of the action of the Vice President concerning whether or not permission to live off-campus is granted. Students in violation of the residence policy by living off-campus without permission will be billed for a residence hall room and the 21-meal plan.

The University does not provide housing for married students.

The University is not equipped in the residence halls to accommodate students with certain health circumstances. The circumstances listed below are illustrative but not exhaustive:

1. Students recovering from illnesses or medical procedures that pose a health risk to themselves or other students. For example, the University is not equipped to accommodate a student who requires major medical equipment such as an IV tube..
2. Students who are experiencing emotional, physical, and/or mental health challenges or disorders that, in the University's view, place that student, other students, faculty and/or staff in potential danger.

The University reserves the right to remove a student from the residence hall if such conditions as listed above occur. Removal from the residence hall may occur at any point during the semester as determined by the University for the health and welfare of the University community. Please note that the above list is illustrative and not exhaustive.

## OVERNIGHT GUESTS POLICY

Overnight guests of the same sex are allowed in residence halls and apartments on Friday and Saturday nights only. Guests must be registered in the Residence Life Office where a Visitor's Pass will be issued. Resident students wishing to obtain a Visitor's Pass must make such a request in writing on the Thursday or Friday before the weekend of the intended visit.

Area Coordinators on duty on the weekends are also available to issue a Visitor's Pass on a limited basis. The Area Coordinator on duty reserves the right to deny issuance of a Visitor's Pass. Students are limited to two guests per room per night. All visitors who are not overnight guests must leave the residence halls/apartments by 12:00 midnight on Sunday through Thursday evenings and by 1:00 a.m. on Friday and Saturday evenings. Guests are expected to comply with all Anderson University policies. The host or hostess may also be charged for violations committed by their guests. Failure to obtain a Visitor's Pass as stated may result in a \$20.00 fine per night.

During the exam schedule, visitor passes will not be issued to guests of the same sex who wish to visit overnight during this period (brothers, sisters, friends, etc.). All violations of this policy will be reported to and processed through the Residence Life Office. Guests under the age of 16 years old are not permitted as overnight guests.

## RSVP (Resident Supervised Visitation Program)

Anderson University provides an opportunity for male and female students to visit in the residence halls for a few hours each week under strict supervision and control by the staff of Residence Life. When students are visiting in a room within a residence hall, the student first must preset an Anderson university id card to the RSVP worker in the lobby of the hall the student is visiting. The RSVP worker will check the student in by a sign-in sheet. Once the student enters the room visited, the door to that room must remain completely open at all times during the visit. RSVP workers will periodically check the rooms to monitor behavior and for safety purposes. The guest student must check out of the residence hall by notifying the RSVP worker when he or she is leaving. The hours for RSVP are listed below.

Boulevard, Denmark, Kingsley, Lawton, N. Rouse, S. Rouse, Pratt, and Village:  
Tuesday, Thursday, Friday, and Saturday: 7 pm-11 pm  
Stringer Commons and Ministry Leadership Houses  
Tuesday, Thursday, and Friday: 7-11 pm  
Saturday: 2-11 pm  
Sunday: 2-6 pm

## ASSIGNMENT OF RESIDENCE HALL ROOMS

Rooms in University residence halls are assigned to students through the Residence Life Office. Although consideration may be given to student requests for particular rooms and/or residence facilities, the University makes the ultimate decision for room assignments. Factors such as academic performance, disciplinary record, and/or financial record may play a role in residence hall room assignments. Students are not guaranteed the same room every year, they should not have an expectation to be assigned the same room from year to year, and individuals may be moved during the year if it is deemed in the best interests of the University community.

## HEALTH AND SAFETY INSPECTIONS

To ensure sanitary living conditions, as well as stewardship of residence facilities, health and safety inspections will be conducted at least twice each semester. Some will be announced inspections, while others will not. A failure to meet inspection expectations will result in the following:

First Check: Warning with 48 hours of community service.

Second Check: \$50 fine and 5 hours of community service.

Third Check: \$100 fine and referral to Vice President for Student Development.

## ALL FACULTY/STAFF AND STUDENTS ARE REMINDED THAT IN CASE OF SEVERE THUNDERSTORMS AND OTHER INCLEMENT WEATHER SHELTERS ARE AS FOLLOWS:

Abney Athletic Center:	Basement hallway and rooms without windows. (DO NOT GO ON GYM FLOOR)
Vandiver Hall:	Bottom level hallway
Pratt Hall:	Basement
Merritt Administration Building:	Bottom hallway at entrance to the dining hall. (DO NOT GO IN DINING ROOM OR MERRITT LOBBY)
Denmark:	Basement/Laundry room
Johnston Library:	1st Floor Center
Admissions:	Center of Building or Sullivan Building
Financial Aid:	Basement of Library or Watkins Teaching Center
Evening Admissions:	Center of Building or Sullivan Building
Watkins Teaching Center:	Basement level hallway and basement rooms without windows Rainey Fine Arts Center: Interior hallways and basement (DO NOT GO IN THEATERS OR STAGE AREA) Laundry room and hallway near Laundry room
North Rouse:	Basement Hallway
South Rouse:	Suites 1A, 1B, 1C
Lawton :	Hallway on first floor near room 14
Kingsley Hall:	First floor hallways
Village:	(ALL OFFICES) Offices without windows or Inner Shop area away from doors and windows
Village Basement:	(Bookstore, Post Office, Information Services, Student Center, Registrar): Hallway between Education Graduate Studies Office and Post Office
Inner Campus	Back Offices near Sandy Smith and Judy Wetterman, also the Storage Room behind Sandy James' Office.
Business Office:	Bottom of stairwells of each building
Stringer Commons:	Bottom hallway at entrance of the Chapel area. (DO NOT GO INTO CHAPEL.)
Sullivan Building:	

## MEDICAL/PSYCHOLOGICAL EMERGENCIES

### CAMPUS HEALTH CENTER:

- \* The Health Center and Counseling Services are open from 8:30 - 4:30 Monday through Friday, and on-call staff are available after hours by calling the Health Center.

### DIRECTIONS TO THE HOSPITAL:

- \* Be familiar with directions to the hospital. (It's great; it is just around the corner!)
- \* Students will need to provide information upon check-in (Emergency info., allergies, contacts, etc.).
- \* RAs should not drive their residents to the hospital (for liability reasons). See if their roommate or a friend is available to drive them and ride along or follow behind in your own car. If not, and the student needs to go to the ER, call for an ambulance.

- \* The Area Coordinator on duty should always be notified when an AU student is transported to the Emergency Room.

#### **MINOR HEALTH PROBLEMS:**

- \* Students with sore throats, colds, stomach aches, etc, should be encouraged to go to the Health Center. Again, there is on-call staff available after hours for advice or referral by calling the Health Center or Counseling Center.

#### **SEVERE ILLNESS OR INJURY:**

- \* All medical emergencies (injury, severe illness, or suicidal thoughts/attempts) should be directed through the Area Coordinator on duty or the Area Coordinator of the living area.
- \* Remember that in an extreme emergency, call 911, then Campus Safety so that they can aid in getting the ambulance to the proper area on campus and the Area Coordinator on duty.

#### **SUSPECTED ILLNESS:**

- \* If an RA suspects that a student is in some way mistreating his/her body while refusing to seek help (eating disorder, mental illness, not attending class, self-injury, steroids, other illegal drugs or prescription or over the counter medication abuse, etc.), the Area Coordinator should be informed immediately so that the appropriate source can be contacted.

#### **CROWD CONTROL:**

- \* In the event of an ambulance or police on campus, the RA(s) not directly involved with the situation should serve to move along any "on-lookers." The curious students should be assured that the student is being taken care of but do not give out any more information in respect of the students' privacy.

#### **\* POWER OUTAGE:**

Have flashlight/batteries, RA's to Student Center for instructions.  
Area Coordinators will come to Student Center.

#### **\* TORNADO WARNING :**

Direct students to "shelter areas."

## **PROPERTY AND PREMISES**

**ACCESS.** All University housing facilities are private property and access is controlled. Residents must have a current Anderson University ID card to gain access to residential facilities. Residents are responsible for the use and misuse of ID cards and of keys to residence halls and the access and conduct of their visitors.

For campus security, varous exterior doors are locked at all times. Any individual who props a locked door is jeopardizing the safety of the community and will be subject to disciplinary action and a \$100.00 fine.

**DAMAGE.** Residents are expected to maintain and return their residence in the same condition in which it was received. The damage, destruction, or abuse of personal or University property and/or premises is subject to University disciplinary action and may be subject to criminal charges.

Residents will be charged for any damage to rooms or public areas that result from misconduct or misuse. The charge will be based on the cost of parts, materials, labor and inconvenience to the University to restore the damaged property, whether or not it is actually restored. Residents are individually and collectively responsible for any damage to their residences unrelated to reasonable wear and tear. Where individual responsibility for damages cannot be determined, charges may be assessed to all members of the appropriate room, hall, or building.

**FACILITIES ALTERATIONS.** Repairs and alterations to University facilities may be made only by authorized University personnel. No alterations or additions may be made to any residential facility. This prohibition includes but is not limited to painting, installing/replacing locks, rewiring or installing new lighting fixtures or altering electrical systems in any fashion, or the building of unauthorized lofts, walls, and partitions. Residents should report needed repairs to the Residence Life Office. The University will make all needed alterations and repairs at its discretion.

**LOFTS.** The University discourages the use of lofts in residence hall facilities and puts students on notice that serious injuries have occurred at various universities involving lofts. The University reluctantly permits lofts but only if pre-approved by the Residence Life Office, and only if a liability waiver is signed by the student and his or her parents or guardian if the student is under the age of 21. Students who use lofts on University property acknowledge and solely assume all risks involved in using lofts and agree to hold the University harmless in the event of an injury to self, others, or property.

**FURNISHINGS.** University property including, but not limited to, furniture, plants, mattresses, doors, screens and other furnishings in lounges or reception areas may not be removed, exchanged, stacked or otherwise relocated. Weight-lifting equipment and water beds are not permitted in the residence life facilities.

**REFRIGERATORS AND ELECTRICAL APPLIANCES.** Only small mini refrigerators no greater than 3 cubic feet may be used in the residence halls. Small appliances such as stereos, television sets, curling irons, and blow dryers are permitted. Some electrical appliances are prohibited including space heaters, hot plates, electric pizza ovens, electric frying pans, etc.

**ELECTRICAL OUTLETS.** No more than two appliances may be plugged into any electrical outlet, even by use of an extension/outlet expansion unit or surge bar.

**LIABILITY INSURANCE.** While the University makes every attempt to maintain consistent and quality services to residents, interruption of services in a residential facility, if caused by mechanical difficulties, power outages, or other causes does not entitle residents to any claim against the University or to any reduction in fees. The University is not responsible for loss or damages due to theft, acts of nature, or vandalism. This applies to students' personal belongings as well. Residents should consider securing renter's insurance or a rider on their parent's homeowner's insurance.

**RESIDENCY AGREEMENT.** Residents contract with the University for housing accommodations. Rates are charged each semester according to University publications. Rates include utilities, cable television, and wireless internet access where available. Residents are not permitted to sublet their room/apartment. Assignment of residents and all changes of assignments within any residential facility are the responsibility and the authority of the University.

## STUDENT ACTIVITIES

Because all of a student's time is not spent in classes and studying, Anderson University offers a variety of extracurricular activities that provide opportunities for intellectual, physical, and social growth. With the help of student leaders, the Student Activities Director coordinates campus activities that are designed for wholesome recreation and personal development. Some of the events planned are movies, dances, tournaments, short courses, travel, and leadership training.

## ATHLETICS

Students may participate in a wide range of intercollegiate sports while enrolled at Anderson University. Women may participate in cross-country, track, soccer, basketball, golf, volleyball, tennis, and fast-pitch softball. Men's teams compete in cross-country, track, soccer, wrestling, basketball, baseball, golf and tennis. Anderson University is a member of the National Collegiate Athletic Association (NCAA) -Division II and also a member of the Conference Carolinas.

## INTRAMURAL SPORTS

Anderson University has many intramural sports activities available to all students. Opportunities include basketball, billiards, flag football, golf, miniature golf, racquetball, sand-court volleyball, softball, and tennis. Students are encouraged to participate in the many teams that are organized to provide fun, healthy, and spirited competition.

## RELIGIOUS LIFE

Because Anderson University is a Christian institution affiliated with the South Carolina Baptist Convention, religious activities are an important facet of campus life.

Religious activities are varied and all students, regardless of denomination, can find means of expressing their Christian faith at Anderson University. The primary component of religious life at Anderson University is the weekly worship service. On Wednesday mornings at 10:00, students, faculty, and staff gather in Henderson Auditorium for a time of praise, worship, celebration, and education. Worship services are designed to assist students in understanding something of the experience of worship, which is the dynamic for religious living, and to provide instruction and inspiration through programs on a variety of themes. Those who sincerely participate may come to appreciate the wide-range of concerns of the Christian faith in intellectual, social, political, and artistic ideas and issues involved in everyday experience. Worship attendance is an integral part of the Journey Program at Anderson University.

The Campus Ministries program is an umbrella for Christian activities at Anderson University. Campus Ministries provides a network of support, social activities, service events, leadership opportunities, and other programs designed to foster Christian outreach and spiritual growth. Within CM are three distinct and complementary ministries: Baptist Collegiate Ministries, Church

and University Relations, and Ministry Activities. These ministries provide the following:

Large Group Bible Studies, Residence Hall Bible Studies, Small Group Bible Studies, Fellowships, Concerts, Excursions, Retreats, Praise Teams (music groups, ensembles, opportunities to lead in music or to sing solos, duets, etc), Drama Groups (Son Catchers and Journey Team), community outreach (nursing home ministries, children's ministry, youth ministry, Habitat for Humanity, tutoring, recreation, and many other opportunities for service), state conventions, regional gatherings, and mission trips.

The goal of Campus Ministries is to present the good news of Jesus Christ in words and actions that are meaningful and relevant to today's University student. The desire is to change the image of the Christian life to one of excitement, challenge and adventure...not something for when I get older. The purpose of CM is to empower and encourage young people to reach all the potential God has placed in them and to live with faith in Christ, moral conviction, integrity, honesty and genuine love and concern for their fellow students and their community.

CM seeks to bring balance to the University experience by pulling together the emotional, physical, mental and spiritual aspects of life. CM offers opportunities for worship, ministry, discipleship, fellowship and evangelism on the University campus and through local churches.

Residence Hall Bible Studies and Small Groups meet at various times and in different locations throughout the week. Call the CM office at 231-2077 for times and locations.

## CHANGE OF ADDRESS

It is the student's responsibility to inform the University of address changes. The University will not be responsible for lost communication due to an out-of-date address. Students must inform Anderson Central of any changes in home address as they occur.

## EMAIL POLICY

All students are expected to establish and maintain an e-mail address on the Anderson University e-mail system. Students are expected to check their e-mail at least once each week during the Fall and Spring semesters. Students are responsible for all material, assignments, and announcements sent by e-mail. Ignorance of course requirements, instructor statements and directions, and University announcements or policy statements sent through University e-mail is not an acceptable excuse for failure to meet the requirements of a course or to adhere to University policy. Individual instructors may require students to check their email more frequently, especially during ACCEL or summer terms.

## DRESS/LANGUAGE/BEHAVIOR

By joining the Anderson University community, students commit themselves to nurture and support a Christian environment at all times. As a result, dress, language, and behavior should reflect this commitment both in the classroom and inside and outside campus facilities and on University grounds. Specifically, Anderson University students should conform to the following guidelines:

- Men are expected to wear shirts on campus, except in their residence halls.
- Students eating the noon meal on Sunday should wear Sunday dress. While students are given some latitude in determining appropriate Sunday dress, t-shirts, tank tops, sweat-suits, shorts, muscle shirts, hats, caps, and flip flops are not acceptable as Sunday dress.
- Bare feet are not permitted in classroom buildings, the dining hall, offices, or the Administration Building. Dress which advertises alcoholic beverages or illegal drugs, or which, in the University's view, contains offensive or sexually suggestive language, is prohibited.
- Female students: no midriffs, shirts must have straps, no micro minis, no shirts with plunging necklines.
- Males: must wear belts, no muscle shirts or t-shirts that have sleeves removed.
- All students should wear proper undergarments.
- Swimsuits: no string or thong bikinis allowed. Students must be covered when going to and from approved sunbathing area on campus.
- Dress, language, and behavior (at all times) should meet the standards of modesty. The use of profanity and/or vulgar language is prohibited.
- All faculty, staff, and students are to dress in a manner appropriate for a wholesome, dignified Christian environment we seek to build and maintain at the University. As a result, males may not wear sleeveless muscle shirts/t-shirts to classes/cafeteria/chapel, etc. Individuals must wear belts to keep trousers pulled up appropriately. Females may not wear tube blouses that show the midriff or have plunging necklines. Females are not to wear micro-mini shirts/shorts. Students may not wear shirts that advertise alcohol, drugs, or have provocative language or profanity. Caps/ hats will not be worn in chapel.
- Intimate behavior/sexual familiarity is not appropriate nor permitted on University grounds.

## FOOD SERVICE

### MARTIN DINING ROOM

Anderson University contracts food service with ARAMARK management firm. All resident students must choose one of the University meal plans. Commuting students may eat in the dining room by paying for each meal or using the Debit Account.

#### MARTIN DINING ROOM HOURS

MONDAY THROUGH FRIDAY	SATURDAY AND SUNDAY
7:30 - 9:30 Hot Breakfast	9:00 - 10:00 Breakfast
9:30 - 10:00 Continental Breakfast	12:00 - 1:00 Lunch
11:00 - 2:00 Lunch	11:30 - 1:00 Sunday Buffet
4:45 - 6:30 Dinner	5:00 - 6:00 Dinner
5:00 - 6:00 Friday Dinner	

**MEAL PLAN CHANGES:** Change forms may be obtained in AU Central or the Residence Life office. Changes may be made up until the third day of classes for each semester.

#### DINING ROOM REGULATIONS

No food may be taken from the dining room.

South Carolina Health law requires shoes in public eating-places.

At the Sunday noon meal, the dining room dress code requires conservative dress.

(Shorts, tank tops, and caps are not deemed appropriate.)

All students must show I.D. cards to enter the dining room.

### STUDENT CENTER GRILL

The GRILL is located in the Student Center and is operated by ARAMARK Food Service. Here you can grab a quick snack between classes or "hang out" with friends. Inside the Student Center, you can utilize the study table and dining tables, or enjoy the spacious outdoor deck overlooking the tennis courts.

The menu features hamburgers, nachos, and salads. Also, look for weekly specials!

#### GRILL HOURS

Monday-Friday:	Morning	8:00 - 3:30 pm
	Evening	5:00 - 10:00 pm
	Sunday	6:00 - 10:00 pm
	Saturday	Closed

### LIBRARY REGULATIONS

1. The library hours are as follows:  
Monday – Thursday: 8:00 a.m. - 12 midnight  
Friday: 8:00 a.m. - 5:00 p.m.  
Saturday: 11:00 a.m. - 4:00 p.m.  
Sunday: 3:00 p.m. - 12 midnight  
The library is closed during all University holidays.
2. The library is open to all members of the University community. Students are asked to identify themselves by use of their identification cards when checking out books.
3. Books, except reference and reserve books, may be checked out for approximately three weeks and may be renewed provided no one has requested that particular book.
4. Reference books may not be taken from the library. Reserve books vary in terms of how long and in what manner they may be checked out.
5. Please refer to library guide for fines.
6. Magazines and newspapers will be used in the library only.
7. Each borrower is held responsible for books checked out in his or her name. Overdue books must be returned and fines paid in full each semester. Failure to do so will result in loss of borrowing privileges.

### LOST AND FOUND

Articles lost or found should be reported or brought to the Campus Safety Office. Items not claimed after six months are donated to local charities.

## **POST OFFICE**

The campus post office is located in the Student Center building. The post office is open Monday through Friday from 8:30 a.m.-4:30 p.m. The campus post office is not equipped to handle the mailing of large packages. Packages may be sent at the local post office, which is located about one mile from campus. All resident students are furnished a mailbox with a key. A student's University address will be provided prior to arrival on campus. The cost for replacing a lost key is \$15.00 during the year. Failure to return the key to the post office when moving off-campus, at the end of the school term, or at time of withdrawal will result in a nonrefundable fine of \$35.

## **CAMPUS SAFETY**

The primary purpose of the Campus Safety department is to protect the property and lives of the faculty, staff, students and guests of Anderson University. The department is also responsible for enforcement of parking regulations.

The Campus Safety officers are employees of Anderson University. They are certified by the state of South Carolina and have the same arrest power of a deputy sheriff. One or more members of the department are on duty 24 hours a day.

The officers are available any time after dark to transport students from their cars to their campus housing or from one building to another on campus. Officers will assist students with dead batteries and in making arrangements to call a locksmith if needed. Students are encouraged to provide Campus Safety with an extra set of car keys. In compliance with the Federal Crime Awareness and Security Act of 1990, Anderson University prepares an annual report setting forth campus security policies and campus crime statistics. This report, which also contains safety and security tips, is furnished to all current students and employees and to any applicant for enrollment or employment upon request.

## **TOBACCO PRODUCTS**

The University is a smoke-free, tobacco-free campus. The use of tobacco products is prohibited on campus grounds.

## **SOLICITATION**

The University does not encourage or permit solicitation on the campus by individuals or organizations seeking donations or selling items for off-campus groups and fundraisers. University sponsored organizations must obtain permission from the Director of Student Activities for fund raising projects to be held on campus or off-campus.

## **STUDENT BANK**

Resident students may deposit money in a student bank in the Business Office and draw it out as needed. The University encourages students to open checking accounts at local banks and use their services for cashing checks. An ATM is available at the Student Center.

## **STUDENT INSURANCE**

All students are recommended to have health insurance. In some instances, certain students may be required to carry health insurance. For example, all international students must carry health insurance. Information on student health insurance is available in the Office of Student Development. (The University itself does not offer student insurance nor endorse any particular insurance company.)

Students are also encouraged to purchase renter's insurance to help in case of accident or theft which leads to loss of personal property. The University is not responsible for damages or loss to student property due to theft, acts of nature, or other events outside the control of the University.

## **CAMPUS ORGANIZATIONS**

Opportunities for service and fellowship are offered by membership in the following organizations and groups: AU Ambassadors, AU Chapter - American Choral Directors Association, AU Democrats, AU Echoes, AU Education Club, AU Ensemble, AU Fellowship of Scientists, American Society of Interior Design-Student Chapter, Baptist Collegiate Ministries, Collegiate Business Forum, Collegiate Music Educators National Conference, University Republicans, Computer Information Systems Club, Dead Poet's Society, Equestrian Club, Fellowship of Christian Athletes, Gamma Beta Phi, Habitat for Humanity, History Club, International Club, Lion's Club, Minorities Involved in Change, National Art Education Association-Student Chapter, Pep Club, Psychology Club, Reformed University Fellowship, Residence Hall Association, Spanish Club, Student Alumni Council, Student Government Association, Wall Street Club, and Young Life.

In addition, all Anderson University students have the opportunity to participate in the various music ensembles on campus. These musical groups include the Anderson University Choir, the Anderson University Wind Ensemble, the AU Ensemble, Radiance, MOSAIC, the Anderson Symphony Orchestra, the Iris T. Walker Memorial Handbell Choir, and various choral and instrumental chamber ensembles. Check with the secretary of the Fine Arts Division for information on membership in these organizations.

## STUDENT PUBLICATIONS

Student publications include Ivy Leaves, a literary journal published once a year and AU Echoes, a student news and literary magazine published each month. Ivy Leaves, which is sponsored by the faculty in English, solicits short stories, poetry, drama, and art from students. Major staff positions for AU Echoes are filled in the spring of each year. However, staff positions are always open for students who wish to serve on the publication staff. Anderson University provides student publications and a television production studio. All of these student media are designed primarily to be direct extensions of the classroom experience, supervised by faculty members and budgeted as part of the academic program.

## FREE PLAY OPPORTUNITIES

Athletic and recreational facilities are available for student use when not scheduled for intercollegiate practice or games. These facilities include eight tennis courts (four lighted), the athletic field, and the sand volleyball courts. Whyte Gymnasium is used primarily for free play services and the intramural program. The weight room is located in the balcony of Abney Gym. Students must present their Anderson University I.D. cards upon entering facilities and checking out equipment.

The tennis courts are not available after 11:00 p.m. daily and not before noon on Sunday. The Whyte Gym is locked at 10:00 p.m. daily. The grassy areas around and including the athletic fields are not to be used for golf practice.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Anderson University is required to give annual notice of the various rights afforded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA).

Anderson University maintains various student records. (1) Academic records are maintained in the Registrar's Office. (2) Admissions records are transferred from the Admissions Office to the appropriate Dean/advisor upon a student's enrollment. (3) Advising records are maintained by faculty advisors. The Advising Record, which is a permanent record, contains the following items: admissions application, grade reports, transfer evaluation records, advisor anecdotal records, Individual Program Worksheet, and other related information. (4) Alumni records are maintained in the Alumni Office. (5) Financial records are maintained in the Business Office. (6) Financial aid records are maintained in the Financial Aid Planning Office.; financial statements of parents are not accessible to students. (7) Medical records are maintained in the Health Center. (8) Personal counseling records are maintained by the Counseling Office and are not accessible to students. (9) Disciplinary records are maintained by the Student Development Office and are kept for four years beyond the initial enrollment of Anderson University. (10) Disability documentation and records are maintained in the Center for Student Success and kept for five years after the student's last date of attendance.

The records listed above, except those specified as inaccessible, may be reviewed by the student. In some instances, a written request may be required, but in no instance will the University wait longer than 45 days to provide access to the record. The student may be charged a maximum of 10 cents per sheet for photocopies of the records. If there is a disagreement between the student and the custodian of the records that cannot be resolved in informal discussions, a hearing will be scheduled within 45 days of receipt of the student's written request. The hearing will be conducted by a person who is appointed by the Vice President of Academics or the Vice President for Student Development, depending on the office/individual who holds the record in question. The result of the hearing will be transmitted in writing to the student and mailed to the campus and home address.

In keeping with the provision of the Federal Education Rights and Privacy Act of 1974, the University will not issue transcripts or other personally identifiable records of students without the student's written consent, except as indicated below: 1) Anderson University officials will have access to the records. (A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.); 2) grade reports may be mailed to parents of dependent children if the Registrar is instructed to do so by the student; 3) records may be released in connection with a student's application for, or receipt of, financial aid; and 4) certain state and federal officials have legal access to the records.

## NOTICE OF DISCLOSURE OF DIRECTORY/PUBLIC INFORMATION

Certain items are considered to be public information and may be released by the University without written consent unless the University is instructed to withhold such information from the public. Items of public information are name, address, telephone listing, parents' names, date of birth, field of study, participation in officially recognized activities and sports, weight and height of varsity athletes, dates of attendance, recognitions, degrees and awards received, and previous educational institutions attended. Any student who does not want his information released by the University must communicate this preference in writing to the Registrar by the end of the first week of classes each semester.

## STUDENT GOVERNMENT ASSOCIATION

Anderson University is dedicated to student leadership and development. Students are given opportunities to declare themselves as candidates for elected positions, while the President of the Student Government Association makes appointments to committees. Every student who wishes to become involved in campus life is able to find a place to serve.

You need to know your campus leaders. All of them have learned a great deal about Anderson University from first hand experience. They can help you find your "place" and places for service. Look them up, talk with them, ask questions; they can and will help you!

### GOALS AND OBJECTIVES OF SGA

Goal: To foster student interests and activities, to aid in administering regulations, and to transact business pertaining to the student body. Objectives:

- I. To organize an effective Executive, Legislative, and Judicial Branch of student governance.
- II. To create permanent or ad hoc committees to pursue and/or carry out student interests or projects.
- III. To implement avenues of effectively communicating to the Administration of Anderson University student concerns and information.
- IV. To implement avenues of effectively communicating to the students of Anderson University student concerns and information.
- V. To assist in preparing a budget for the Student Government Association and a social activities' budget.
- VI. To communicate by action that the Student Government Association is an effective and viable organization.
- VII. To assist in training and developing student leaders.

### STUDENT RIGHTS, RESPONSIBILITIES AND EXPECTATIONS

The person-centered philosophy, which is the heart of the educational mission of Anderson University, affects the lives of all persons who are part of this community. This philosophy is based on the assumption that faculty, staff, and students who work and live here recognize the worth and dignity of all people and the special contributions they make to the University, to society, and to the Christian community.

These statements of Student Rights, Responsibilities and Expectations seek to balance the policies that are necessary in an educational community with each individual's right to personal freedom and the opportunity to reach his or her maximum potential. Authentic community life and achievement of agreed-upon purposes within an institution necessitate that there be external and internal restraints. Our community life both enhances and restricts our personal and collective freedom, so there needs to be an element of self-discipline on the part of all of us - faculty, students and administration.

As a community of Christian higher education, Biblical principles dictate a higher order of community life. A Christian community has to do with being related to one another and being dependent on one another. Discipline is the responsibility of all the members of the community. Where one is responsible, a concern for the individual and the common good of the community will develop.

Anderson University expects its students to be honest, to respect the property and rights of others, and to obey city, state and federal laws. In addition, students are expected to live within the regulations of Anderson University.

In the spring of 1975 the Student Senate, Student Affairs Committee, and the President of the University joined together in establishing a prohibited code of conduct for Anderson University students. Reasonable people who established the code felt that the prohibitions were not unreasonable for Anderson University students. The Code was updated and revised in 1992, 1995, 1997, 1998, 2000, 2003, 2006, 2007, and 2008, but remains essentially the same in

principle as the 1975 document. A student who finds the code unreasonable will probably not be happy at Anderson University. Students should note that they are not immune from the legal or judicial process and that the University disciplinary proceedings do not replace state or federal law.

## STUDENT RIGHT OF APPEAL

### NON-ACADEMICS

In a matter or concern outside of academic decisions, the student will notify the person who made the decision in writing regarding her or his views on the issue. If the matter were not resolved, the student would appeal to the next highest authority. The order of appeal may vary according to the individual faculty or staff member who makes the decision that is being appealed. As a result, students may consult the Student Development Office for help in determining the appropriate line of appeal for matters or concerns outside of academic decisions and the appropriate actions to take.

## DISCIPLINARY PROCEDURES

### SECTION 1.

Any person who is affiliated with Anderson University either as an administrator, a faculty, staff member, or student shall report any participation in the prohibited behavior code. All reports should be made to the Vice President for Student Development or the Office of Residence Life.

### SECTION 2.

Once it is established that there is enough evidence to bring charges against a student, the accused student should meet with the assigned AU staff in person and in private to discuss the specific charge, the nature of the evidence, and student rights. The issue may be resolved at this point.

### SECTION 3.

If a student participates in the Judicial Board review, which is a closed hearing, the defendant will also be given an opportunity to question the nature of the evidence and witnesses. The Judicial Board members may question the defendant and witnesses. After all parties are satisfied that evidence has been properly presented and witnesses properly heard, the defendant and witnesses would be dismissed during deliberation.

### SECTION 4.

The Judicial Board will decide by secret ballot and a simple majority vote as to whether the defendant is guilty or innocent. If a student is guilty, the Judicial Board will decide by simple majority vote the sanction to be imposed.

### SECTION 5.

Normally, the decision will be announced to the defendant on the same day of the hearing. The Judicial Board may have up to 48 hours before rendering a decision. The Vice President for Student Development or his appointee will inform the defendant of the decision of the Judicial Board. The Vice President for Student Development or his appointee will implement the disciplinary penalty.

### SECTION 6.

When a student has a disciplinary hearing by the Vice President for Student Development, his appointee, or Residence Life less formal procedures may be followed.

*Please note some disciplinary offenses may be handled by the office of Residence Life and would not be processed by the Vice President for Student Development or go through the Judicial Board. Any decision made by the office of Residence Life may be appealed to the office of Student Development for review.*

## STUDENT JUDICIAL RIGHTS

Anderson University is committed to guaranteeing procedural fairness to any student charged with a violation of the Code of Behavior. The essence of procedural fairness includes ensuring that a student charged with misconduct be informed of the nature of the charges and be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provisions for appeal of a decision. The following list enumerates the specific judicial rights of students charged with violations of the Code of Behavior.

1. Right to a hearing.
2. Right to be informed of all charges before any hearing may proceed.
3. Right to meet with Vice President for Student Development or his appointee.
4. Right to remain silent. If a student chooses not to testify, a decision will be made on available evidence.
5. Right to be assisted by an advisor of the student's choice. The advisor must be a member of the Anderson University community (student, faculty, or staff).
6. Right to be assumed innocent until found guilty. The burden of proof rests on the person(s) bringing the charges.

7. Right to testify, to present evidence and witnesses, to hear/question adverse witnesses.
8. Right to be present at the hearing except during the deliberation.
9. Right to appeal the decision to the office of Student Development, Judicial Board and/or Supreme Court. (Appeal may or may not be granted based on established criteria for appeal.)

## DISCIPLINARY CODE

### **ARTICLE I: DEFINITIONS**

1. The term "University" means Anderson University.
2. The term "student" includes all persons taking courses at the University, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered students.
3. The term "faculty member" means any person hired by the University to conduct classroom activities.
4. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term "member of the University Community" includes any person who is a student, faculty member, University official or any other person employed by the University.
6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for University recognition.
8. The term "judicial body" means any person or persons authorized by the Vice President for Student Development to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
9. The term "Judicial Advisor" means a University official authorized on a case-by-case basis by the Vice President for Student Development in her/his absence to impose sanctions upon students found to have violated the Student Code. The Vice President for Student Development may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of judicial body. Nothing shall prevent the Vice President for Student Development from authorizing the same judicial advisor to impose sanctions in all cases.
10. The term "shall" is used in the imperative sense.
11. The term "may" is used in the permissive sense.
12. The Vice President for Student Development is that person designated by the University President to be responsible for the administration of the Student Code.
13. The term "policy" is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, Residence Life Handbook (Community), and the University Catalog.

### **ARTICLE II: JUDICIAL AUTHORITY**

1. The Vice President for Student Development shall determine the number of persons needed for each judicial body organized on campus. Half of the student members shall be appointed by the President of the SGA with Senate approval and half the student members shall be appointed by the Vice President for Student Development. Faculty/staff members shall be appointed by the Vice President for Student Development.
2. The Vice President for Student Development shall determine which judicial body shall be authorized to hear each case.
3. The Vice President for Student Development shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearing, which are not inconsistent with provisions of the Student Code.
4. Decisions made by a judicial body and/or the Vice President for Student Development shall be final, pending the normal appeal process.
5. A mediator may be designated as arbiter of disputes within the student community in cases, which do not involve a violation of the Student Code. All parties must agree to arbitration and to be bound by the decision with no right of appeal.

### **ARTICLE III: PROHIBITED BEHAVIOR**

#### **A. JURISDICTION OF THE UNIVERSITY**

Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University Community and/or the pursuit of its objectives. See Article III, Sections C and D for jurisdiction in violations of the law off-campus.

#### **B. CONDUCT --RULES AND REGULATIONS**

A. Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV.

1. Acts of dishonesty, including but not limited to the following:
  - a. Furnishing false information to any University official, faculty member, office, or anyone representing the University in an official capacity.
  - b. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
  - c. Tampering with the election of any University-recognized student organization.
  - d. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public-service functions on or off-campus, or other authorized non-University activities, when the act occurs on University premises.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, rape, and/or other conduct which threatens or endangers the health or safety of any person on campus or in off-campus events in which Anderson University is officially involved.
3. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, or possession of stolen property (including unauthorized use of telephone access codes).
4. Hazing, defined as an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for or continued membership in, a group or organization.
5. Failure to comply with directions of University officials or security officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
6. Disrespectful or uncivil communications with or actions involving a University official.
7. Unauthorized possession, duplication or use of keys or key cards to any University premises or unauthorized entry to or use of University premises.
8. Violation of published University policies, rules or regulations.
9. Violation of federal, state or local law on University premises or at University sponsored or supervised activities. These laws include, but are not limited to those dealing with gambling and arson.
10. Use, manufacture, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
11. Use, possession or distribution of alcoholic beverages or containers on University premises (inside a vehicle is also a violation), at University sponsored functions, at functions where Anderson University is officially represented; or public intoxication. *(Note explanation of "Violation by Implied Consent" on page 37 of this Handbook.)*
12. Setting off a false fire alarm or tampering with the fire safety equipment, failing to vacate a building when a fire alarm is sounded, or discharging a fire extinguisher without justifiable cause.
13. Possession of firearms, fireworks, explosives or other dangerous weapons within or upon the grounds, buildings or any other facilities of the University, or inside a vehicle. This policy shall not apply to any police officers or other peace officers while on duty authorized by the University. (A dangerous weapon means any object or substance designed to inflict a wound, cause injury or incapacitate. Weapons may include, but are not limited to, BB guns, slingshots, martial arts devises, brass knuckles, bowie knives, daggers or similar knives or switchblades. A harmless instrument designed to look like a firearm, explosive or dangerous weapon that is used by a person to cause fear in or assault another person is expressly included within the meaning of a firearm, explosive or dangerous weapon. (Weapons, e.g. for sporting purposes, must be stored off-campus)
14. Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
15. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
16. Written messages on wearing apparel, as well as music, which are contrary to the policies and standards of Anderson University or those containing vulgarity are not acceptable.
17. Conduct or language which is disorderly, obscene, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by the University.
18. Knowingly and willfully abusing a position of trust.
19. Being in or having someone of the opposite sex in a residence hall in areas other than lounges except during approved visitation hours.
20. Entering into an illicit sexual relationship with a person of the opposite or same sex.
21. Theft or other abuse of computer time, including but not limited to:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.

- c. Unauthorized use of another individual's identification and password.
- d. Use of computing facilities to interfere with the work of another student, faculty member or University official.
- e. Use of computing facilities to send obscene or abusive messages.
- f. Use of computing facilities to interfere with normal operation of the University computing system.

22. Abuse of the Judicial System, including but not limited to:

- a. Failure to obey the summons of a judicial body or University official.
- b. Falsification, distortion, or misrepresentation of information before a judicial body.
- c. Disruption or interference with the orderly conduct of a judicial proceeding.
- d. Institution of a judicial proceeding knowingly without cause.
- e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
- f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.
- i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

23. Use of tobacco products are prohibited on the University campus.

24. Other behaviors deemed inappropriate.

25. If sanctioned campus service hours are not completed by the established deadline, the hours will be converted to a fine of \$20 per hour.

**C. FACEBOOK, MYSPACE, YOUTUBE AND OTHER INTERNET WEBSITES**

Students are expected to know and follow all rules and regulations related to student behavior while enrolled at Anderson University. If the University becomes aware of violations of any rules and polices through materials found on MySpace, Facebook, YouTube, or other Internet-based sources, the University may take action against the student(s) involved. For such rule violation(s), student(s) would be subject to the sanctions outlined in the Student Handbook (the Guide). (For example, pictures that depict Anderson University students with alcohol present are subject to an alcohol violation.) Any materials displayed via the internet that negatively depicts the University or that is detrimental to the University may result in disciplinary consequences.

**D. Anderson University students who host events off-campus where alcohol and/or illegal drugs are present may be suspended from the University.**

**E. VIOLATION OF LAW AND UNIVERSITY DISCIPLINE**

- 1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct, which demonstrates flagrant disregard for the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g. "no contest" or "nolo contendere"). The University has the right to suspend a student charged with a violation of federal, state, or local laws from participating in clubs/organizations/athletics or other functions immediately upon notification of the charges.
- 2. University disciplinary proceedings may be instituted against a student charged with a violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pending of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- 3. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

**The University reserves the right to penalize students for code violations that occur off-campus. Failure of students to report immediately such violations to the Vice President for Student Development may result in additional penalties.**

#### ARTICLE IV: STUDENT DISCIPLINE POLICY

Anderson University requires all students to conduct themselves in a manner that reflects favorably upon the people, values and traditions associated with the University. As a member of Anderson University, a student must demonstrate moral/ethical behavior consistent with the standards of the University.

If a disciplinary violation should occur, a student will face disciplinary action. Specifically, students are subject to the student regulations and penalties as stated in the Student Handbook. We expect all students to adhere to high standards of personal conduct both on and off-campus. Therefore, in addition to the sanctions that may be imposed for misconduct as stated in the Student Handbook, students (where applicable) may be suspended from club, organization, extra curricular activities, athletics, performance groups, and internships (including student teaching) for any of the following:

- Violation of NCAA or Conference Carolina rules.
- Arrest for any crime other than a minor traffic offense.
- Possession of any illegal drug or illegal sale of any prescription drug.
- Illegal possession or consumption of alcohol, beer or wine.
- Fighting with, threatening the safety of, or harassing any individual.
- Stealing money or property from the lawful owner.
- Destruction of University property.
- Unauthorized entry into any University building.
- Acts of moral misconduct.
- Any interference with the normal operations of the University or any disruption or conduct that interferes with the rights and opportunities of those who attend the University.
- Any conduct that reflects unfavorably upon Anderson University and/or the Anderson University Athletic Department.

The suspension imposed may range anywhere from one day to one or more semesters depending upon the severity of the misconduct and the surrounding circumstances. The suspension imposed may also be an indefinite suspension pending the outcome of some future event.

The cancellation or non-renewal of a student's grant-in-aid for any act of misconduct will be done in accordance with Anderson University, NCAA and Conference Carolina rules and may lead to reduction or elimination of institutional aid of any type.

In addition to any discipline that may be imposed under this policy, the unauthorized possession of any steroid, the possession of any illegal drug and the illegal possession of alcohol, beer or wine (including public intoxication or driving under the influence of alcohol) by a student will be treated as though the student had a positive test result under the University's Drug Education Program.

- Consumption of any illegal drug or unauthorized consumption of any steroid will be handled in accordance with the University Drug Education Program.

#### STUDENT ARREST

When a student is arrested, whether on or off-campus, the University may bring charges if the student's behavior is also a violation of a student regulation. After reviewing the available information about the case and discussing the situation with the student, the Vice President for Student Development shall make a decision regarding whether the University will bring disciplinary charges against the student immediately or wait for the outcome of the trial prior to deciding if the University discipline charges are appropriate.

If arrested and charged with a criminal violation, a student must follow these steps listed below:

- 1) Report violation to the Office of Student Development; athletes must also report violation to the Athletic Director.
- 2) Undergo a review by the Disciplinary Committee made up of the Vice President for Student Development, the Athletic Director, and additional faculty or staff member.
- 3) Adhere to the decision of the Disciplinary Committee.

#### ARTICLE V: JUDICIAL POLICIES

##### A. CHARGES AND HEARINGS

1. Any member of the University community may submit facts relating to possible violations against any student for misconduct. Charges shall be prepared in writing and directed to the Vice President for Student Development. Any charge should be submitted as soon as possible after the event, or the discovery of the event, preferably within 72 hours unless additional time is needed to obtain additional facts or information.
2. The AU staff shall notify the student of the disciplinary violation.
3. Students charged with violations of the disciplinary code are expected to participate fully in the University's disciplinary procedures. A student is to respond to the designated AU staff within 24 hours after receiving notification of the disciplinary

charge. If a charged student does not respond within five (5) days from the date charges have been delivered, a hearing will be set. The charged party will be notified of the hearing date, time and location, and the hearing shall be completed with or without the participation of the charged student.

4. If the student responds to the designated AU staff within the prescribed time as set forth above, the Vice President for Student Development, or his or her designee, may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved and on a basis acceptable to the Vice President for Student Development. Such disposition shall be final and there shall be no subsequent proceedings, except as set forth in the Reconsideration and Appeal section of this policy. If the charges cannot be disposed of by mutual consent, the designated AU staff may refer the matter to the Judicial Board or the Vice President of Student Development for review.
5. If the matter is referred to the Judicial Board, a time shall be set for a hearing not less than 5 nor more than 15 days after the referral. Maximum time limits for scheduling of hearings may be extended at the discretion of the Vice President for Student Development.
6. Hearings before the Judicial Board shall be conducted by a Judicial Body according to the following guidelines:
  - a. Hearings normally shall be conducted in private.
  - b. Admission of any person to the hearing shall be at the discretion of the Judicial Body and/or the Vice President for Student Development.
  - c. In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
  - d. The complainant and the accused have the right to be assisted by any advisor from within the University community. The complainant and/or the accused is/are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Judicial Body.
  - e. The complainant, the accused and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination by judicial body.
  - f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
  - g. All procedural questions are subject to the final decision of the chairperson of the Judicial Body.
  - h. After the hearing, the judicial body shall determine (by majority vote if the Judicial Body consists of more than one person) whether the student has violated each section of the Student Code, which the student is charged with violating.
  - i. The Judicial Body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
7. There shall be a single record of all hearings before a judicial body. The record shall be the property of the University.
8. Except in the situation where a student fails to cooperate or is charged with failing to obey the summons of a Judicial Body or University official, no student may be found to have violated the Student Code solely because the student failed to appear before a Judicial Body. In all cases, the evidence in support of the charges shall be presented and considered.
9. The charged student will receive in writing a summation of the outcome of the disciplinary hearing and the sanctions imposed.

## B. SANCTIONS

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
  - a) Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b) Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - c) Loss of Privileges - Denial of specified privileges for a designated period of time.
  - d) Fines - Previously established and published fines may be imposed.
  - e) Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f) Discretionary Sanctions - Work assignments, service to the University or other

related discretionary assignments (such assignments must have the prior approval of the Vice President for Student Development).

- g) Residence Hall Suspension - Separation of the student from the residence halls for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
- h) Residence Hall Expulsion - Permanent separation of the student from the residence halls.
- i) University Suspension for a Definite Period - Separation of the student from the University for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
- j) University Suspension for an Indefinite Period - Termination of student status for an unspecified period of time. The student is able to apply for formal readmission to the University no sooner than one (1) year from the time of suspension.

2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than University expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record. Four years after graduation, the student's confidential record may be expunged of disciplinary actions other than residence hall expulsion, University suspension or University expulsion.
4. The following sanctions may be imposed upon groups, clubs, teams, or other campus organizations:
  - a. Those sanctions listed above in Section B 1, a through e.
  - b. Deactivation: Loss of all privileges, including University recognition, for a specified period.
5. In each case in which a judicial body determines that a student has violated Prohibited Behavior, the sanction(s) shall be determined and imposed by the judicial body. Following the hearing, the Vice President for Student Development shall notify the accused of the Judicial Body's determination and of the sanction(s) imposed, if any.

#### **C. INTERIM SUSPENSION**

In certain circumstances, the President of the University may impose a University or residence-hall suspension prior to the hearing before a Judicial Body.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or for the preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the University.
2. During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the President may determine to be appropriate.

#### **D. RECONSIDERATION AND APPEALS**

1. A request for reconsideration of a decision and sanctions imposed by either the Vice President for Student Development or the Judicial Board can be made to consider new evidence which is sufficient to alter a decision. Such evidence must not have been known or discoverable to the student during the time of the initial investigation and/or hearing. If new evidence is discovered, the student shall immediately notify the Vice President for Student Development in writing of the discovery of the evidence, the nature of the evidence, and request a reconsideration. The decision on whether a reconsideration will be granted shall be made by the Vice President for Student Development or the Judicial Body, whichever rendered the initial decision. If a reconsideration is granted, the Vice President for Student Development or the Judicial Board shall reconvene the hearing to consider the new evidence and proceed as seen fit under the circumstances. Upon conclusion, written notice of the decision and sanctions shall be delivered to the student as previously set forth in this policy.
2. The only ground for appeal shall be on a violation of procedural rights. Once a decision is made by either the Vice President for Student Development, his or her designee, or the Judicial Board, a student may appeal only if procedural rights were violated. The student has three (3) school days to complete the appeal form available in the Office of Student Development. The student will be notified within three (3) school days of the submission of the completed appeal form to the Dean of Student Services as to whether or not the opportunity for appeal has been granted. Students are reminded that unhappiness with a judicial outcome is not a sufficient reason to justify an appeal.

**PLEASE NOTE** that, if a decision is made by the Vice President for Student Development

or his or her designee and is then appealed to the Judicial Board, the decision by the Judicial Board shall be final. If the decision is first heard by the Judicial Board, the appeal shall be to the Supreme Court who will render a live review and whose decision shall be final.

3. An appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
  - a) To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - b) To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
4. As a result of the appeal, the Judicial Board or Supreme Court may:
  - a) Uphold the decision of the original judicial body,
  - b) Reverse the decision of the original judicial body,
  - c) Add to or lessen the sanction, or
  - d) Leave the final decision to the Vice President for Student Development.
5. The Vice President for Student Development has the right to appeal a decision if the sanction is deemed inappropriate or that procedures have been violated.

#### **E. PRESIDENTIAL RIGHT OF DISMISSAL**

The President of the University is authorized by the Board of Trustees to suspend, expel or otherwise order the withdrawal of any student whose presence in the University, for reasons of health, conduct, or scholarship, does not meet with the approval of the administration, or whose influence, whether by word or deed, is injurious to other students or to the welfare and/or the harmonious operation of the institution. A presidential withdrawal order supercedes all other University dismissal procedures or policies, does not require advance notice, and shall take effect at the sole discretion of the President. A presidential withdrawal order is final and may not be appealed.

#### **ARTICLE VI: INTERPRETATION AND REVISION**

- A. Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Development.
- B. The Student Code shall be reviewed annually under the direction of the Vice President for Student Development. More frequent review may be conducted if deemed necessary by the Vice President for Student Development.

#### **ARTICLE VII: ENACTMENT**

The Disciplinary Code as printed was approved by the Student Services Division (now Student Development Division) and the President of the University in May, 1992. It was approved by the Student Government Association in April of 1993; some revisions were made in the spring of 1995 and the spring of 1997, 1998, 2005, 2006, and 2007.

The entire University staff is charged with the responsibility for maintaining order and discipline on campus. The Student Development staff is responsible for handling disciplinary procedures as they relate to the Code of Behavior. The staff attempts to make discipline redemptive, fair and consistent. Fundamental fairness is observed when alleged violations are reported. Judicial procedures are found in the judicial section of the SGA Constitution.

While the specific intent to commit an act is an important consideration in determining guilt or innocence and appropriate sanctions, students are responsible even when their actions are due to negligence.

The University reserves the right to pursue disciplinary action if a student violates the prohibited behavior code and withdraws from the University before administrative action is final.

#### **VIOLATION THROUGH IMPLIED CONSENT**

All students in a room may be held responsible for behavior or objects in that room, even if they are not participating in the behavior or in possession of the items and regardless of how long they have been in the room. Examples include, but limited to, alcohol/drugs in room or visitation violation (continued on next page.) If a student enters a room where a violation of policy is occurring, or a violation is initiated in a room that he or she is in, he or she should immediately leave. Otherwise, by choosing to remain in the room, he or she assumes responsibility for all behavior and items in that room, regardless of his or her participation. If the student is the resident of that room, or owner of the vehicle or space, he or she will be held responsible regardless of his/her presence. Please note that expenses incurred for a room (phone/Internet/other) are the responsibility of the boarder(s) in that room. Where no one can be identified as responsible for expenses, all boarders of that room must share in payment.

## AUTOMATIC MINIMUM SANCTIONS

Disciplinary records are maintained for students on a continual basis. Violations of the discipline code are cumulative and are carried over from year to year. A student's complete discipline record will be considered when deciding sanctions.

Regarding the list below and the automatic minimum sanctions, please note that the desire of the University is to help students to understand why their behavior is inappropriate and to learn from this experience and to grow from dealing with the consequences of their decisions. As a result, each student who violates the University disciplinary code will be reviewed in light of this philosophy and the student will be assigned specific consequences deemed appropriate.

The University may choose to replace the fine requirement with a variety of other consequences including but not limited to the following:

- 1) campus service (the student may be required to work a designated number of hours on campus as a part of the consequences for a disciplinary code violation);
- 2) complete a research paper on an assigned topic related to the violation;
- 3) participate in an educational seminar or experience related to the violation;
- 4) contribute assigned hours to assist an agency/organization related to the violation;
- 5) other tasks as determined by the University;
- 6) verbal reprimand or written reprimand;
- 7) loss of privileges;
- 8) mentoring;
- 9) written apology;
- 10) participate in counseling.

The University determines the option assigned to the student who is found in violation of the disciplinary code.

- **Setting a fire on campus.**  
Sanction: Suspension from the University. A fine will be assessed to cover repairs and damages caused by the fire. Criminal charges may also apply.
- **Tampering with fire safety equipment, discharging a fire extinguisher or pulling a fire alarm without justifiable cause.**  
Sanction: First offense: \$500 fine, suspension from the residence halls.  
Sanction: Second offense: Suspension from the University.
- **Damaging property (malicious) of the University, staff or students.**  
Sanction: Suspension from the residence halls. A fine will be assessed to cover repairs and damaged property.
- **Unauthorized use of telephone access codes/computers.**  
Sanction: First offense: \$300 fine per person, probation, notification of parents, payment of any expenses incurred.  
Sanction: Second offense: Notification of police, suspension from the University, payment expenses incurred plus 10% administrative charge.
- **Possessing and/or consuming alcoholic beverages on campus (regardless of age) or possessing empty alcoholic beverage containers or being under the influence of alcoholic beverages.**  
Sanction: First offense: 25 hours of campus service, \$250 fine, probation, notification of parents, required sessions with Counselor (\$30 fee for counseling materials).\*  
Sanction: Second offense: Suspension from the residence halls, loss of all financial aid for living on campus, permanent loss of 10% of remaining institutional financial aid, required session with Counselor; attend ADAC education program. (\$30 fee for counseling materials).  
Sanction: Third Offense -Suspension from the University, \$500 fine with a hold on official academic transcripts until paid.

*\*Student-athletes should note that additional sanctions apply to them per NCAA regulations.*

- **Hosting Anderson University students on or off-campus where alcohol is present.**  
Sanction: First offense: Permanent expulsion from the University; \$1,000 fine with a hold placed on official academic transcripts until paid.
- **Posting of inappropriate material (as determined by the Vice President for Student Development or his designee) on the internet including but not limited to nude photos or graphics or pornographic material; photos or graphics of alcoholic beverages, illegal drugs or drug paraphernalia; photos or graphics of individuals in the presence of alcohol or illegal drugs; vulgar, disparaging, or disrespectful language; language or material that negatively impacts the image of the University or its people.**  
Sanction: First offense: 25 hours of campus service, probation, notification of parents, required sessions with Counselor, written apology to any persons/organizations disparaged, defamed, etc.

- Sanction: Second offense: 40 hours of campus service, notification of parents, permanent loss of 10% of institutional financial aid.
- Sanction: Third offense: Suspension from the University.
- Simple possession of (or participating in the use of) illegal drugs, possession of drug paraphernalia, or simple possession of controlled substances without a prescription from a practicing physician.  
Sanction: First offense: Notification of local law enforcement, suspension from the University.
- Being in or having someone of the opposite sex in the residence halls or apartments outside RSVP hours.  
Sanction: First Offense: 25 hours of campus service per person, notification of parents, probation.  
Sanction: Second Offense: Suspension from the residence halls.  
Sanction: Third offense: Suspension from the University.
- RSVP violation.  
Sanction: Varies according to the nature of violation,
- Failing to vacate a building during a fire alarm. (The term "vacate" is considered to mean moving outside the building, not relocating to a lobby or colonnade. Students must remain outside the building until notified by a University official that they may reenter the building.)  
Sanction: First offense: 10 hours of campus service;  
Sanction: Second Offense: disciplinary probation/notification of parents;  
Sanction: Third offense; suspension from the residence hall.
- Possession of a firearm.  
Sanction: First offense: Suspension from the University.
- Possession of BB/pellet pistols or similar guns.  
Sanction: First offense: 25 hours of campus service, disciplinary probation, and notification of parents.  
Sanction: Second offense: suspension from residence halls  
Sanction: Third offense: Suspension from the University.
- Journey/Cultural Experience Violations. A student who seeks to receive credit for either Journey or Cultural Experience without staying for the entire event will face disciplinary sanctions.  
Sanction: First offense: 12 hours of campus service, disciplinary warning.  
Sanction: Second offense: disciplinary probation, and notification of parents.  
Sanction: Third offense: Suspension from the University
- Simple possession of or setting off fireworks on the campus.  
Sanction: First Offense: 25 hours of campus service plus cost for any damages/rewards, probation, and notification of parents.  
Sanction: Second Offense: Suspension from the residence halls.  
Sanction: Third Offense: Suspension from the University.
- Obscene/vulgar language or obscene/vulgar lyrics on recorded materials.  
Sanction: First Offense: 25 hours of campus service, disciplinary probation, notification of parents.  
Sanction: Second Offense: Suspension from the residence halls.  
Sanction: Third Offense: Suspension from the University.
- Possession of pornographic literature, advertisements for alcoholic beverages/illegal drugs/drug paraphernalia, posters depicting nude or partially nude females or males, or immoral materials. (Immoral materials include but or not limited to pornographic, lewd, vulgar, or provocative material in any form -posters, magazines, t-shirts, video tapes, internet, etc.)  
Sanction: First offense: 25 hours of campus service, disciplinary probation, notification of parents.  
Sanction: Second offense: Suspension from the residence halls.  
Sanction: Third offense: Suspension from the University.
- Theft.  
Sanction: First Offense: 25 hours of campus service, disciplinary probation, notification of parents.  
Sanction: Second Offense: Suspension from the University.
- Use of tobacco products in campus buildings, including residence halls and apartments.  
Sanction: First offense: 25 hours of campus service, disciplinary warning.  
Sanction: Second offence: disciplinary probation, notification of parents.  
Sanction: Third offense: Suspension from residence halls/apartments.
- Possession of tobacco products in residence halls.

Sanction: First offense: Disciplinary warning.  
Sanction: Second offense: Disciplinary warning, 25 hours of Campus service, notification of parents.

- Possession or use of incense, candles, scented candles, etc.

Sanction: First offense: Disciplinary warning.

Sanction: Second offense: 10 hours of campus service, disciplinary warning, notification of parents.

Sanction: Third offense: Disciplinary probation, notification of parents.

Sanction: Fourth offense: Suspension from residence halls.

- Littering on Campus Property

Sanction: First offense: 5 hours of campus service, disciplinary warning.

Sanction: Second offense: 10 hours of campus service.

Sanction: Third offense: disciplinary probation, notification of parents.

- Disruption of University graduation or any other University event by actions deemed inappropriate.

Sanction: First offense: \$1000 fine, disciplinary probation.

Sanction: Second offense: \$1500 fine, suspension.

- Failure to identify oneself to a college official.

Sanction: First offense: 10 hours of campus service

Sanction: Second offense: Probation and \$250 fine

☞ Students who fail to comply with disciplinary sanctions will be subject to added sanctions, including suspension from the residence halls/apartments.

☞ A violation of the disciplinary code may lead to sanctions regarding participation in extracurricular activities.

**OFF-CAMPUS CONDUCT-** Students are expected to comply with the policies concerning alcoholic beverages and illegal drugs, as well as all other disciplinary code policies both on and off-campus. Students are also required to notify the Vice President for Student Development if they become involved in an incident off-campus during which a report is filed with local or state law enforcement officials. Failure to report such incidents may result in additional disciplinary action including, but not limited to, suspension from the residence halls or the University.

**ILLEGAL DRUGS** - Being in a room where there is reason to believe that drug use is occurring may result in urine analysis samples being requested of all occupants in the room. Refusal to supply a urine sample will be considered a positive urine analysis for drugs.

**INFORMATION REGARDING PROHIBITED BEHAVIORS:** The University reserves the right to share information regarding a student's involvement in disciplinary code violations inter-departmentally. If a student becomes involved in prohibitive activities, information of the incident and decisions made regarding the incident may be shared with various offices including but not limited to Residence Life, Campus Safety, Athletics, and Admissions.

**OVERNIGHT GUESTS IN THE RESIDENCE HALLS:** Approved overnight guests ages 16 or older of the same sex are allowed in the residence halls and apartments on Friday and Saturday evenings only. Guests must be registered in the Residence Life Office. The University must obtain the guest's name, address, and emergency contact numbers for friends or relatives. The guest must also sign a liability waiver. The Residence Life Office provides the Campus Safety Office with a copy of this information. Resident students wishing to obtain a Visitor's Pass must make such a request in writing on the Thursday or Friday before the weekend of the intended visit.

Failure to obtain a Visitors Pass for a visitor of the same sex may result in a fine of \$100 per night being issued to the Anderson University student who violates this policy and the privilege of having guests in the future will be revoked. A second violation of this policy may result in the visitor being placed on Trespass Notice, which will prevent any future visits to the University campus. (Visitation violations that involved someone of the opposite sex and who is not a student at Anderson University will result in a Trespass Notice being issued to the visitor when the first incident occurs.)

**MINIMUM CLASS LOAD-** All resident students are required to maintain a minimum of 12 hours each semester. Permission to remain in the residence halls with less than 12 semester hours must be granted in advance by the Director of Residence Life. Failure to request authorization in advance to remain in the residence halls/apartments and take less than 12 semester hours during any semester may result in one of the following:

- Immediate suspension from the residence halls.
- Suspension from the residence halls the following semester.
- Suspension from the residence halls during all summer sessions.

## ENTERING ROOMS

Although the University will make reasonable efforts to respect the privacy of a student's room, Anderson University maintains the right of entry into a student's room for reasons of emergency, maintenance, order, concern for a student's safety, etc. Maintenance and health and safety inspections will be performed by authorized University personnel only. Illegal items in plain view may be confiscated. (See Search and Seizure Policy below.)

### ENTERING ROOMS BY UNIVERSITY OFFICIALS (SEARCH AND SEIZURE POLICY)

1. Anderson University seeks to give every student the right of privacy against arbitrary and unnecessary intrusion into his/her private life.
2. A search of a student's room may be made by officials of Anderson University with a written search warrant from the Vice President for Student Development or the Director of Residence Life. Area Coordinators may sign search warrants.
3. The search must be made by two or more University officials or by one University official with a witness, who is not an occupant, present at all times.
4. An itemized list of all objects seized during the execution of the search warrant will be prepared at the conclusion of the search and signed by all officials and witnesses. A copy of the signed list will be left with any occupant of the room, or in the event no occupant is present during the search, the copy will be left in the room. In the event nothing is seized during the search a copy of a signed statement attesting to that fact will be left with any occupant or in the unoccupied room.
5. In the event that disciplinary charges are brought against a student as a result of the search and subsequent seizure, the student will be given a hearing as outlined under the Judicial Procedures in this Student Handbook.
6. In emergency situations when the delay necessary to obtain authorization constitutes a danger to persons, property or the building itself, or destruction of contraband, University officials may enter a room without a search warrant and search as necessary.
7. If items not allowed on the Anderson University campus are in plain view to a University official, a search warrant from Anderson University is not necessary. Items in "plain view" constitute reasonable cause to suspect other items not allowed on the campus may be in the immediate area, and the official may make a search of the area without further authorization.

Note: Any time it is necessary for local law enforcement personnel to search a student's room, a University Campus Safety officer and/or University official will be present.

## POSSESSION OF FIREARMS AND OTHER WEAPONS AT ANDERSON UNIVERSITY

All students should be aware that South Carolina law declares it is a misdemeanor for any person to carry or have in their possession a firearm of any kind at a private or public school, college or university. The law applies to all buildings and residence halls at Anderson University and all adjacent areas, including the campus and parking lots. The maximum penalty is a \$5000.00 fine or five years in prison.

Anderson University is concerned about the danger of firearms being on our campus. Possible violations will be reported to the Anderson Police for investigation and prosecution.

In the event a student desires to keep a firearm or other type of weapon for hunting or sporting purposes while attending Anderson University, he or she must contact the Campus Safety Office to make arrangements for storage. Under no circumstances may a student take a firearm or other weapons described in the Student Handbook to his or her room or leave it in a vehicle parked on campus.

Please contact the Campus Safety Office if you have any questions about bringing firearms or other weapons on campus.

## THEFT

Anderson University does not assume any responsibility for theft of a student's personal belongings. If a theft does occur, students should report the theft to the Campus Safety Office. The University encourages students to keep a record of any article that has a serial number. In many instances a parent's homeowner's insurance will cover all or part of the replacement of stolen articles.

Thefts of items or cash valued at \$150 or more, considered grand larceny and a felony, are automatically reported to the local police for disposition in local courts.

## CRIME/SEXUAL ASSAULT

Anderson University is in compliance with the Student-Right-to-Know and Campus Security Act. Statistics of crimes committed on campus are published annually on the Anderson University

web page and are made available to all students, faculty and staff. It is also available in the Admissions Office for prospective students at their request.

University personnel hold workshops throughout the year to educate students on procedures to use if any instance of crime is encountered on campus. Crime prevention programs are also emphasized throughout the year. The Student Handbook outlines procedures for dealing with the issues of rape, acquaintance rape, and other sex offenses, as well as other forms of harassment in the following section.

## POLICY PROHIBITING HARASSMENT AND VIOLENCE

### I. GENERAL STATEMENT OF POLICY

It is the policy of Anderson University to provide and maintain a learning and working environment that is free from sexual, racial, and other forms of harassment and violence. Anderson University believes its students, faculty members, and employees should be able to enjoy an environment free from harassment based on an individual's sex, gender, pregnancy, race, color, religion, national origin, age, disability, veteran, or any other legally protected status.

In compliance with federal and state laws, it is the policy of Anderson University to prohibit harassment and violence by any person and in any form. Nothing herein shall affect Anderson University's right to employ or admit only those individuals practicing the Christian faith.

Specifically, no student, faculty member, supervisor, employee, or other individual shall threaten or harass any other individual or insinuate harassment toward another individual through their conduct, or through any communication of any nature. Anderson University will investigate all complaints of harassment, formal or informal, verbal or written, and take appropriate action or discipline against any person who is found to have violated this policy.

Anderson University recognizes that it may be difficult to define what constitutes harassment under the law. As a result, Anderson University will not tolerate any type of inappropriate behavior that may lead to forms of illegal harassment.

### II. DEFINITIONS

#### SEXUAL HARASSMENT DEFINED

Sexual harassment or gender-based harassment occurs when unwelcome conduct, generally of a sexual nature, becomes a condition of an employee's continued employment or student's education, affects other employment or academic decisions regarding the employee or student, or creates an intimidating, hostile, or offensive working or learning environment. Sexual harassment could include, but is not limited to:

- Requests for sexual favors
- Unwanted physical contact, including touching, pinching, or brushing the body
- Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats
- Nonverbal conduct, such as display of sexually suggestive objects or pictures, leering, inappropriate whistling, or obscene gestures
- Acts of aggression, intimidation, hostility, threats, or unequal treatment based on sex or gender (even if not sexual in nature)

Women are not the only ones who can experience sexual harassment. Not only can men experience sexual harassment, but harassment can also be between persons of the same sex.

#### OTHER FORMS OF ILLEGAL HARASSMENT

Harassment includes many forms. It includes verbal or physical conduct that defames or shows hostility toward an individual because of his/her sex, gender, pregnancy, race, color, religion, national origin, age, disability, veteran, or any other legally protected status, or that of the individual's relatives, friends, or associates; creates or is intended to create an intimidating, hostile, or offensive working or learning environment; interferes or is intended to interfere with an individual's work or educational performance; or otherwise adversely affects an individual's employment or educational opportunities. Harassing conduct can include, but is not limited to:

- Epithets; slurs; negative stereotyping; threatening, intimidating, or hostile acts that relate to an individual's sex, gender, pregnancy, race, color, religion, national origin, age, disability, veteran, or any other legally protected status
- Written or graphic material that defames or shows hostility or aversion toward an individual or group because of an individual's sex, gender, pregnancy, race, color, religion, national origin, age, disability, veteran, or any other legally protected status, and that is placed on walls, bulletin boards, or elsewhere on the University's premises, or that is circulated on the campus

### III. REPORTING PROCEDURES

- A. STUDENTS. Any student who believes he/she has been the victim of harassment based

on an individual's sex, gender, pregnancy, race, color, religion, national origin, age, disability, veteran, or any other legally protected status by a faculty member, member of the staff, student, or other university personnel, or who has knowledge of or has observed such behavior, is to immediately report the alleged acts to an appropriate individual who, depending on the circumstances, may be a faculty member, department head, or the Vice President for Student Development.

B. **MEMBER OF THE STAFF OR FACULTY.** Any member of the staff or faculty who believes he/she has been the victim of harassment based on an individual's sex, gender, pregnancy, race, color, religion, national origin, age, disability, veteran, or any other legally protected status by a student, faculty member, member of the staff, or other school personnel, or who has knowledge of or has observed such behavior, is to immediately report the alleged acts to an appropriate individual who, depending on the circumstances, may be his/her immediate supervisor, the chief administrator in his/her division, the Vice President for Student Development, or the Director of Human Resources.

C. **GRIEVANCE COORDINATOR.** Anderson University designates the Vice President for Student Development as the Human Rights Officer with responsibility to identify, prevent, and remedy harassment. The Office of the Vice President for Student Development is located in the Merritt Administration Building, telephone number (864) 231-2075, office hours 8:30 a.m. - 4:30 p.m. The Vice President for Student Development shall:

- Receive reports or complaints of sexual harassment, and harassment based on an individual's sex, gender, pregnancy, race, color, religion, national origin, age, disability, veteran, or any other legally protected status
- Oversee the investigative process
- Be responsible for the training needs of the University's staff and students in connection with the dissemination, comprehension, and compliance with this policy
- Arrange for necessary training required for compliance with this policy
- Insure that any investigation is conducted by an impartial investigator who has been trained and is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation
- Determine whether, based on the circumstances, appropriate law enforcement is to be contacted

D. **REPORT FORM.** Anderson University encourages the recipient of a report or the person complaining to use the report form available from the Vice President for Student Development or the Director of Human Resources; however, oral reports shall be considered complaints as well. Use of the report form is not required to make a complaint.

E. **RECEIPT OF REPORT.** Upon receipt of a report, if not yet reported to the Vice President for Student Development, the recipient shall encourage the person making the complaint to report it to the Vice President for Student Development. The recipient shall also immediately notify the Vice President for Student Development without screening or investigating the report. If an oral report is made, a written statement of the facts alleged shall be completed as soon as possible, but within 24 hours, by the person receiving the report. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the individual.

F. **TIME LIMIT.** A complaint must be filed within forty-five (45) days of the occurrence of the alleged harassment or violence.

G. A copy of this policy shall appear in the Student Handbook, Personnel Handbook, the Intranet, and shall be made available upon request of parents, students, and other interested parties from the Vice President for Student Development or Director of Human Resources.

H. Anderson University will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with Anderson University's legal obligation to investigate, to take appropriate action, and to conform to any other obligations. Anderson University cannot guarantee confidentiality, but will make every effort to keep the matter as confidential as possible.

#### IV. INVESTIGATION

A. Upon receipt of a report or complaint alleging sexual harassment, or harassment based upon race, national origin, or religion, the Vice President for Student Development shall immediately undertake or authorize an investigation. That investigation may be

conducted by the Vice President for Student Development, or by a third party designated by the Vice President for Student Development, and shall begin within five (5) days of receiving the complaint.

Occasionally, an employee or student may determine that talking with the Vice President for Student Development about the conduct is not desirable or feels that his/her complaint has not been or cannot be properly handled by the Vice President for Student Development. In that event, the employee or student may file the complaint with the Director of Human Resources.

**B. PROCESS**

1. **INFORMAL PROCEDURE.** If the appropriate administrator is able, through discussion, to resolve the matter to the satisfaction of all persons involved, the matter may be closed at this point. Although not required, it may be possible to resolve a complaint through a voluntary conversation between the complaining student or employee and the alleged harasser which is facilitated by a university employee or by a designated harassment complaint official. If the complaining student or alleged harasser is a student under the age of 18, the harassment complaint official should notify the student's parent(s)/guardian(s) if, after initial consultation with the student it is determined to be in the best interest of the student. Parent(s)/guardian(s) of students over the age of 18 will not be contacted unless written authorization by the student is given. If the complaining student or employee and the alleged harasser feel that a resolution has been achieved, then a documentation of the resolution will be placed in the investigation file and no further action will be taken. The results of an informal resolution shall be reported, in writing, to the President of Anderson University.
2. **FORMAL PROCEDURE.** The complainant or the Vice President for Student Development shall fill out a formal report form based on the written or verbal allegations of the complaining student or employee. This report form shall be kept in a centralized and secure location.
  - a. The report form shall detail the facts and circumstances of the incident or pattern of behavior.
  - b. If a student under the age of 18 is involved, his/her parent(s)/guardian(s) shall be notified, unless after consultation with the student it is determined not to be in the best interest of the student. Parent(s)/guardian(s) of students over the age of 18 will not be contacted unless written authorization is given by the student.
- C. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of any other methods and document review deemed pertinent by the investigator. Depending on the circumstances, the accused may not initially be informed of the identity of the complainant, but should be informed of the allegations and the facts surrounding the allegations.  
In determining whether the alleged conduct constitutes a violation of this policy, Anderson University may consider the surrounding circumstances, the nature of the behavior, past incidents, or past or continuing patterns of behavior, the relationship between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on the facts and surrounding circumstances.
- D. Anderson University may take immediate steps, at its discretion, to protect the complainant, students, staff, or faculty members pending completion of an investigation of alleged harassment or violence.
- E. The investigation will be completed as soon as practicable, but within fourteen (14) days of receiving the complaint. The Vice President for Student Development shall make a written report to the President of Anderson University upon completion of the investigation. If the complaint involves the President of Anderson University, the report will be forwarded directly to the Board of Trustees. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be in violation of this policy.
- F. Any time limits set by this procedure are designed to achieve prompt and appropriate resolution of complaints of discrimination. The University, however, intends to be equitable, and, if the Vice President for Student Development determines that in his/her judgment equity requires a variation from these time frames is needed, he/she may deviate from them. Any deviation in the time frames shall be put in writing and the parties shall be properly notified.

## V. ACTION

A. The results of Anderson University's investigation of each formal complaint filed under these procedures will be reported in writing within five (5) days to the complainant and other parties by Anderson University in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.

B. Upon receipt of a report from the Vice President for Student Development that a violation has occurred, Anderson University will take prompt and appropriate action. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, awareness training, counseling, parent-teacher conferences, termination, or discharge.

In determining the appropriate response to a finding that behavior which is in violation of this harassment policy has occurred, Anderson University shall consider:

- What response is most likely to end any ongoing harassment
- Whether a particular response is likely to deter similar future conduct by the harasser or others
- The amount and kind of harm suffered by the victim of the harassment
- The position and/or relationship between the parties involved
- Whether the harassment was engaged in by university personnel, and if so, Anderson University will also consider how it can best remediate the effects of the harassment

C. If the results of Anderson University's investigation and evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal the determination, in writing within five (5) days of receiving the decision, as follows:

1. The complainant shall file a formal appeal with the Vice President for Student Development. The Vice President for Student Development will officially acknowledge receipt of the appeal and will inform the respondent.
2. The Vice President for Student Development will then set a date for an appeal review. Those present will include:
  - (a) The complainant
  - (b) The respondent
  - (c) The Review Board
  - (d) The Vice President for Student Development, who will act as moderator

The Review Board shall be similar to that of a jury. The Board shall consist of six (6) members, composed as follows:

- If the complainant is an employee of Anderson University, the Board shall consist of two (2) faculty members (appointed by the faculty chairperson), two (2) members of the administrative staff (appointed by the President), and two (2) employees from the complainant's department (appointed by the Department head)
- If the complainant is a student, the Board shall consist of two (2) faculty members (appointed by the faculty chairperson), two (2) members of the administrative staff (appointed by the President), and two (2) students (appointed by the President of the Student Government Association)

The responsibilities of the Review Board will be to make a determination of the validity of the complaint.

3. The complainant and the respondent will represent themselves at this appeal review. The appeal review will provide ample time to consider the positions of both the complainant and the respondent. The Review Board will issue a written report within five (5) days. Copies of the report shall be provided to both the complainant and the respondent.
4. If the Review Board affirms the original determination made by the Vice President for Student Development, the Review Board's decision will be deemed final and no further appeals will be available. If the Review Board does not affirm the original determination made by the Vice President for Student Development, the losing party may appeal the decision of the Review Board to an appropriate third-party Vice President (one that does not have a conflict of interest in the matter) in writing within five (5) days after receipt of the Review Board's decision.
5. The Vice President for Student Development will arrange for a conference before the appropriate third-party Vice President. Those present at the conference will include the complainant, the respondent, the third-party Vice President, and the Vice President for Student Development. The complainant and the respondent

will represent themselves at the conference. The decision of the third-party Vice President will be final and will be binding on the parties. The third-party Vice President will report his/her decision in writing within five (5) days of the conference will be provided to both parties and to the Executive Committee of the Board of Trustees. (There shall be no appeal by faculty members to the Faculty Grievance Committee.)

- D. If Anderson University's investigation and evaluation of a complaint of harassment results in a conclusion that an individual has engaged in harassment in violation of this policy, that individual may appeal this determination in writing within five (5) days of receiving the decision using the same process as set forth above in Paragraph C of this section.
- E. Copies of all complaints of harassment and the investigation conducted pursuant to them shall be maintained in an investigation file for a minimum period of two (2) years in the office of the Vice President for Student Development. All findings of violations of the Harassment Policy, regardless of its severity, will be placed in the respondent's personnel and/or student file.
- F. Any time limits set by this procedure may be considered for an extension by submitting a written request for extension prior to the expiration of the time limit to the Vice President for Student Development for written approval.

## VI. Reprisal

Anderson University will discipline or take appropriate action against any student, member of the staff, or faculty who retaliates against any person who reports an incident of alleged harassment or violence, or any person who testifies, assists or participates in a proceeding, investigation, or review relating to such reports of harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

A complainant, whose allegations are found to be false and brought with willful intent, will be subject to disciplinary action, which may include, but is not limited to, written warning, demotion, transfer, suspension, dismissal, termination, or expulsion.

## ACADEMIC HONESTY AND DISHONESTY

### I. POLICY ON ACADEMIC DISHONESTY

Students at Anderson University are expected to conduct themselves with integrity and to be honest and forthright in their academic endeavors. Just as academic honesty is vitally important to the value of a college education, academic dishonesty is a serious offense because it diminishes the quality of academic scholarship at Anderson University and defrauds society, the institution, faculty and other students. Additionally, academic dishonesty undermines the efforts of those who may eventually depend upon our knowledge and integrity.

Anderson University encourages the imposition of strict penalties for academic dishonesty and does so in order to protect the integrity of the grading system and to affirm the importance of honesty, integrity and accountability in the College community.

#### ASSUMPTIONS

- 1. A concern for the whole person, as is inherent in a Christian approach to higher education, and as espoused by the University, is foundational to its educational philosophy and recognizes academic dishonesty as the antithesis of this philosophy.
- 2. Dishonesty in academic matters deceives and threatens not only the individual institution of higher education but also the larger society.
- 3. Students and faculty alike are alarmed, concerned, and justifiably outraged by acts of academic dishonesty.
- 4. Apparent tolerance of academic dishonesty may encourage cheating, plagiarism and fraud.
- 5. Lack of concern for and inattention to the issue of academic dishonesty suggests that the values of integrity and honesty are not important and therefore, will not be encouraged.
- 6. Academic dishonesty, in any form, corrupts the essential process by which knowledge is advanced.
- 7. Standardization of the University's policy addressing academic dishonesty, and the expectation that all students and instructors will adhere to it, will ensure equity, justice and fairness in academic matters related to academic honesty and dishonesty.

**FORMS OF ACADEMIC DISHONESTY** - It should be assumed that improper and/or illegal uses of information technology, including the Internet and its sources, fall within the forms of academic dishonesty cited below.

- A. **PLAGIARISM** - Plagiarism is the presentation of someone else's words, ideas or data as one's own work. When a student submits work for credit that includes the words, ideas or data belonging to or produced by others, the source of that information must be acknowledged through complete, accurate, and specific footnote or "in-text" references, and, if verbatim

statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements.

Students can avoid being charged with plagiarism if there is an acknowledgement of indebtedness:

1. Whenever one quotes another person's actual words;
2. Whenever one uses another person's idea, opinion or theory, even if it is completely paraphrased in one's own words; and
3. Whenever one borrows facts, statistics, or other illustrative material (unless the information is common knowledge).

**B. FABRICATION - Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.**

Examples:

1. Citation of information not taken from the source indicated.
2. Listing sources in a bibliography not used in the academic exercise, unless directed by the instructor to list references consulted even if not cited.
3. Inventing data or source information for research or other academic exercise.
4. Submitting as one's own any academic exercise (e.g. written work, printing, sculpture, etc.) prepared totally or in part by another, including purchased term papers.
5. Taking a test for someone else or permitting someone else to take a test in one's place.

**C. CHEATING - Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered.**

Examples:

1. Copying from another student's test paper.
2. Allowing another student to copy from a test paper.
3. Using the course textbook or other material such as a notebook brought to a class meeting but not authorized for use during a test.
4. Collaborating during a test with any other person by receiving information without authority.
5. Using specifically prepared materials during a test ( e.g. notes, formula lists, notes written on the student's clothing, etc.).
6. Using the same or similar paper for meeting the requirements for multiple courses (unless permission is given in writing by the instructors involved).

**D. ACADEMIC MISCONDUCT - Academic misconduct is the intentional violation of Anderson University policies by tampering with grades, or taking part in obtaining or distributing any part of an un-administered test or other restricted educational materials, whether from Anderson University or other institutions.**

Examples:

1. Stealing, buying, or otherwise obtaining all or part of an unadministered test or any other material produced by faculty.
2. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
3. Bribing any other person to obtain an unadministered test or any information about the test.
4. Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
5. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the University which relate to grades.
6. Entering a building or office for the purpose of obtaining an unadministered test.

**II. PROCEDURES - Individual faculty members have the responsibility for determining the action, within the guidelines provided below, to be taken in cases of academic dishonesty relating to their courses. **Acts of academic dishonesty are never to be ignored or overlooked for any reason.****

A. When, in the opinion of an instructor, a student has committed an act of academic dishonesty, the following procedure must be followed:

1. The instructor will inform the student in private of the nature of the charge of alleged academic dishonesty. It is at this point that the student may respond verbally to the instructor's charge by denial or admission of guilt. The instructor will simultaneously request in writing that the Associate Provost verify the incident's being a first offense. (NOTE: This contact with the Associate Provost is not intended to circumvent the levels of the process of appeal; rather, it is to ensure the tracking and record keeping related to repeat offenses of academic dishonesty.)
2. When the incident has been verified as a first offense, the instructor will notify the student in writing of the charge of academic dishonesty and the action or penalty imposed by the instructor.
3. When a student is accused of academic dishonesty, the faculty member must be

prepared to provide evidence and/or support for the accusation upon which the decision rests.

4. A student may appeal the decision/penalty if he or she feels there are extenuating circumstances that warrant a reconsideration of the decision or action or if he/she feels he/she has been treated unfairly or arbitrarily. All appeals by students must be initiated within five (5) working days after being notified in writing by the instructor of the alleged violation (see #2 above).
5. All student appeals must be presented IN WRITING by the student to the individuals in the order listed.
  - a. Instructor;
  - b. Dean of the College (unless this is also the instructor);
  - c. Provost; and
  - d. President.

Each person to whom an appeal is made has five working days in which to communicate the decision to the student.

6. If the alleged violation occurs during the final examination period of a semester, the Associate Provost will authorize the assignment of an "I" grade to show incomplete work. The grade will remain until the alleged violation is adjudicated.

### III. PENALTIES

- A. A student guilty of the first offense of academic dishonesty will receive as a maximum penalty a grade of "F" for the course. Lesser penalties will be left to the discretion of the instructor. Allowing a student accused of a violation to withdraw from or drop the course is not an appropriate action.
- B. A student guilty of the second offense of academic dishonesty will receive a grade of "F" for the course, may be suspended for one semester and may be permanently dismissed from Anderson University.

\* \* \*

#### *What can students do to protect themselves from being charged with academic dishonesty?*

1. Use information technology sources as directed by professors.
2. Prepare thoroughly for examinations and assignments.
3. Take the initiative to prevent other students from copying your exam or assignments, (e.g. shield your answer sheet during examinations, do not lend to other students assignments to be turned in).
4. Check your faculty member's course syllabus for a section dealing with academic dishonesty for that course. There may be special requirements. If you cannot find a written section in the syllabus, ask the faculty member what his/her expectations are.
5. Do not look in the direction of other students' papers during examinations.
6. Utilize a recognized handbook for instruction on citing source materials in papers. Consult with individual faculty or academic departments when in doubt.
7. Discourage dishonesty among other students.
8. Refuse to assist students who cheat.

#### *What can faculty members do to encourage academic honesty among students?*

1. Include a statement in the course syllabus regarding academic honesty/dishonesty as it relates to that particular class.
2. Discuss the issues of cheating, academic misconduct, fabrication and plagiarism at the beginning of each semester and before examinations.
3. In assigning term papers, discuss the issue of plagiarism; make certain that students understand referencing requirements, the specific extent of collaboration on class/team projects; consider assigning specific topics and set a time limit.
4. Give essay tests, instead of multiple choice tests, when appropriate and where class size permits.
5. When using proctors, it is preferable that more than one be present for over thirty students. Instruct proctors about their responsibility during exams.
6. Have each student sign his/her answer sheet and include his/her Student Identification Number. Signatures and Student ID numbers can be compared if a question arises over who actually took the examination.
7. Keep examinations in a secure location (e.g. locked desks, locked files, etc.). Merely leaving them in your office may not provide adequate security for examinations. Ensure password protection on all your computer and information technology devices.
8. All waste copies and related materials for an examination should be destroyed.
9. Number exams and count the number distributed and returned.
10. Alternate forms of the same examination, particularly with short answer examinations, should

be administered during the test period. Color coding of the alternate forms will emphasize the difference.

11. When bluebooks are used for examinations, faculty should collect the bluebooks from students and redistribute them before the examination begins.
12. The question of whether or not students may have materials in their possession (e.g. books, notes, scrap paper, calculators, or programmable portable computers), should be specified before the examination by the faculty member. Scrap papers should be turned in with the examination so that information related to the examination may not be taken from the classroom. Faculty members may wish to supply the scrap paper as a part of the examination packet.
13. Design a pre-arranged seating plan or sign-in sheet by seat number, so that the location of each student may be determined.
14. If at all possible, students should be seated so that there is at least one seat between students during an examination.
15. Faculty members are encouraged to prepare new examinations each semester and to consider making copies of past examinations available to all students.
16. Do not use student workers to type, duplicate, file or grade examinations.
17. Keep current with information technology sources and resources, especially those that are Internet or web-based.

**IV. CONFIDENTIALITY** - In accordance with provisions of the Family Educational Rights and Privacy Act of 1974, any information related to an alleged violation of the University's Policy on Academic Honesty and Dishonesty must be treated as strictly confidential by members of the faculty and administrative staff.

### **PARENTAL NOTIFICATION**

If a student is involved in serious academic, financial, or social difficulty, parents more than likely will be notified. Any time a student is guilty of illegal activity on campus, placed on disciplinary probation, requested to withdraw, or suspended from the University or residence halls, parents or guardians of dependent students are automatically notified.

### **DISCIPLINARY PROBATION**

Students on disciplinary probation risk suspension from Anderson University if there is additional participation in prohibited behavior while on probation; in addition, disciplinary probation may affect a student's transfer to another institution, status in a campus club, organization, or on an athletic team, and future financial, citizenship, and scholastic recognition.

A student's disciplinary probation status is not public information. Upon the request of an organization's advisor or coach, the disciplinary status of a student will be provided by the Student Development Office, provided the student is officially associated with the organization or team of the person making the request. Results of discipline proceedings involving students are made available to the directors of Campus Safety and Residence Life. Anderson University reserves the right to notify parents or guardians of dependent students of violations of the discipline code, placement of the student on probation, and/or suspension from the residence halls or the University.

### **DISCIPLINARY CONSEQUENCES/FINES**

A student who participates in prohibited behavior may have several sanctions imposed. The University determines the particular sanctions imposed upon a student for a disciplinary code violation. To help in the educational process of a student, the University may choose from a variety of sanctions. A student must fulfill all obligations that are applied to the student regarding a disciplinary sanction in the semester in which the violation occurred. Any exemption to this policy must be granted by the Vice President for Student Development. Failure to complete any component of a disciplinary sanction may also prevent the student from gaining access to his/her room at the beginning of the following semester.

### **DUI POLICY**

Of all the fatal accidents on South Carolina's roads, at least two-thirds of these involve a driver or a pedestrian who has been drinking. During the hours between 7:00 p.m. and 3 a.m., one of four drivers on the state's highways has been drinking. One out of ten has a blood alcohol content level high enough for him to be charged with driving under the influence.

In the face of these startling statistics, South Carolina has mounted an extensive campaign aimed at reducing the rate of increase of DUI accidents. These efforts have resulted in expanded and stiffer laws, penalties and fines, implementation of an "Open Container Law," and in May 1984 the Governor of South Carolina signed a bill raising the alcohol beverage drinking age. In South Carolina, the legal age to drink alcoholic beverages is 21 years old.

Anderson University is supportive of state efforts to reduce the number of highway deaths and accidents related to alcohol use. A student guilty of DUI will be required to come to a conference with the Vice President for Student Development to discuss ways for improved behavior. Disciplinary action on the part of the University may be taken. Should the student receive another DUI charge, more drastic action will be taken which may result in suspension from Anderson University.

### **MENTAL HEALTH REFERRAL POLICY**

Should the Vice President for Student Development or the Counselor determine that, in his/her best judgment, there is the reasonable possibility that a student is a threat to self, to others, or to the good order of the academic community, the Vice President for Student Development, in consultation with the Counselor, will recommend a psychiatric/psychological evaluation by an appropriate mental health professional for the purpose of determining the student's ability to function safely in the academic environment.

If the student refuses to be evaluated by an appropriate mental health professional, the student will be immediately placed on interim medical suspension from the University. Interim medical suspension will be continued until the student consents and is evaluated or until a disciplinary hearing, following the regular University procedures, is held.

If it is the determination of the appropriate mental health professional that the student is not medically or behaviorally able to function in the University environment and if the required time for treatment will interfere with the student's academic work, the Counselor will initiate a withdrawal for medical reasons from the University. A student who is withdrawn under these circumstances and who at a later date desires readmission will be required to provide a written opinion from the professional from whom treatment was received substantiating the ability of the student to perform consistently with the regulations of the University.

Should the time of treatment be such that it does not interfere with a normal academic workload, the student will be able to return to the University provided the treating mental health professional recommends return and is willing to establish consultative contact with the Counselor at the University. Students who continue at the University under these circumstances will be expected to conduct themselves consistent with the standards of the University. When the appropriate mental health professional determines that no threat to self, to others, or to the good order of the academic community exists, the student will be able to continue at the University provided the behavior is consistent with the standards of the University. Should the student's behavior become disruptive to the residential living environment, the University, using regular disciplinary procedures, may refuse the student on-campus housing.

If it is deemed necessary to refer a student for evaluation, the Vice President for Student Development will contact the parents or guardians for the purpose of enlisting assistance.

### **INFORMATION ON USE/ABUSE OF ALCOHOL, TOBACCO, AND CONTROLLED SUBSTANCES**

#### **EFFECTS OF ALCOHOL**

Surveys of university students indicate that the drug of choice is alcohol. Student problems associated with alcohol use are many and have an adverse effect on the educational process. These problems include physical injuries, loss of personal relationships, unwanted/regretted sex, vandalism, poor grades, alcoholism and disciplinary problems.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. (Taken from: Federal Register. Vol. 55, No. 159. Thursday, August 16, 1990: Rules and Regulations.)

## EFFECTS OF TOBACCO PRODUCTS

Tobacco products are harmful to individuals when smoked, inhaled or used orally. Tobacco contains over 4,000 different gases, particles and compounds including tar, nicotine and carbon monoxide. Tobacco smoke "tar" is composed of several thousand chemicals that can damage lung tissue and cause several diseases.

Nicotine is found only in tobacco. It acts as a mild stimulant to the central nervous system and is what causes the addiction to tobacco products. Carbon monoxide, which makes up about 4 percent of tobacco smoke, impairs the oxygen-carrying capacity of the blood to the body's tissues, literally driving the oxygen out of the red blood cells. At the same time nicotine is causing the heart to work harder, it is depriving the heart of the extra oxygen it needs. Carbon monoxide also promotes cholesterol deposits in arteries, impairs vision and judgment, and reduces attentiveness to sound.

Smoking is the single largest preventable cause of premature death and disability in the United States and is related to 390,000 deaths each year. Statistics indicate that smokers die younger than nonsmokers. Smoking is one of the major risk factors in heart attacks. The use of tobacco has been implicated in cancers of the mouth, larynx, pharynx, esophagus, pancreas, cervix, uterus and bladder. Smoking accounts for approximately 30 percent of all cancer deaths, as a major cause of heart disease, and is linked to colds, gastric ulcers, chronic bronchitis, and emphysema. The American Cancer Society estimates that smoking cigarettes account for 85 percent of lung cancer cases among males and 75 percent among females.

The effects of other drugs on the body are discussed on the chart on the following pages.

## INFORMATION ABOUT THE SOUTH CAROLINA LAW REGARDING ALCOHOL

### IT IS ILLEGAL:

- To purchase or possess beer or wine if you are under the age of 21. Penalty: A fine of not less than \$25 nor more than \$100.
- To purchase or possess liquor if you are under the age of 21. Penalty: A fine of not less than \$100 nor more than \$200 or imprisonment for not more than 30 days.
- To lie or give false information concerning age in order to purchase beer or wine. Penalty: A fine of not less than \$50 nor more than \$100 or imprisonment for not more than 30 days.
- To lie or give false information concerning age in order to obtain liquor. Penalty: A fine of not less than \$100 nor more than \$200 or imprisonment for not more than 30 days.
- To possess an altered or invalid driver's license or personal identification card. Penalty: 1st offense: A fine of not more than \$200 or imprisonment for not more than 30 days; 2nd or subsequent offenses: A fine of not more than \$500 or imprisonment for not more than six months.
- To lend a driver's license or personal identification card to any other person. Penalty: 1st offense: A fine of not more than \$200 or imprisonment for not more than 30 days. 2nd or subsequent offenses: A fine of not more than \$500 or imprisonment for not more than six months.
- To give false information on an application to obtain a driver's license or personal identification card. Penalty: 1st offense: A fine of not more than \$200 or imprisonment for not more than 30 days; 2nd or subsequent offenses: A fine of not more than \$500 or imprisonment for not more than six months.
- To alter a driver's license. Penalty: A fine of not more than \$2500 or imprisonment for not more than six months or both.
- To sell or issue a false driver's license. Penalty: A fine of up to \$2500 or imprisonment for not more than six months, or both.
- To use someone else's driver's license or identification card. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.
- To use an altered driver's license or identification card containing false information. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.
- To give beer, wine or liquor to anyone who is under the age of 21. (This law includes serving anyone in your home except your child or spouse.) Penalty: A fine of not more than \$200 or imprisonment for not more than 30 days.
- To sell beer, wine or liquor to anyone under age of 21. Penalty: A fine of not less than \$100 nor more than \$200 or imprisonment for not less than 30 days no more than 60 days, or both.
- To have an open container of beer or wine in a moving vehicle of any kind, except the trunk or luggage compartment. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.
- To have an open container of liquor anywhere except in a private residence, hotel or motel room, licensed mini-bottle establishment, the luggage compartment of a vehicle or a legally constituted private gathering. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.

- Display conduct to be grossly intoxicated on any highway or at any public place or public gathering. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days
- To be driving under the influence (DUI) of alcohol or other drugs. With a Blood alcohol content (BAC) level of 0.10% or more, it may be that the person was under the influence of alcohol. With a BAC less than 0.10% the BAC may be considered with other evidence and the person may be charged with DUI. Penalty: 1st offense: A fine of \$200 or imprisonment for not less than 48 hours nor more than 30 days; driver's license is suspended for 6 months; 2nd offense: A fine of not less than \$2000 nor more than \$5000 and imprisonment for not less than 48 hours nor more than 1 year; driver's license is suspended for 1 year; 3rd offense: A fine of not less than \$3500 nor more than \$6000 and imprisonment for not less than 60 days nor more than 3 years; driver's license is suspended for 2 years; 4th or subsequent offenses: Imprisonment for not less than 1 year nor more than 5 years; driver's license is suspended for 3 years for a 4th offense and is permanently revoked for a 5th offense; if the offender is the owner of the vehicle or a resident of the household of the owner of the vehicle, the vehicle shall be confiscated at the time of arrest.
- Felony driving under the influence (Driving under the influence which results in great bodily harm or death). Penalty: For causing great bodily harm- A fine of not less than \$5000 nor more than \$10,000 and imprisonment for not less than 30 days nor more than 10 years; driver's license is suspended for period of imprisonment plus 3 years. For causing death - A fine of not less than \$10,000 nor more than \$25,000 and imprisonment for not less than 1 year nor more than 25 years; driver's license is suspended for period of imprisonment plus 3 years.

## INFORMATION ABOUT SOUTH CAROLINA STATE LAW REGARDING CONTROLLED SUBSTANCES

*A partial list of South Carolina controlled substance laws follows:*

- A. MARIJUANA, HASHISH, METHAQUALONE, AMPHETAMINES.
  1. Possession of 1 ounce or less of marijuana or 10 grams or less of hashish. Penalty: 1st offense: not more than 30 days or not less than \$100 nor more than \$200. 2nd or subsequent offenses: not more than 1 year and/or \$200 to \$1,000.
  2. Possession of Methaqualone, Amphetamines, or more than 1 ounce of marijuana, or more than 10 grams of Hashish. Penalty: 1st offense: not more than 6 months and/or not more than \$1,000. 2nd or subsequent offenses: not more than 1 year and/or not more than \$2,000.
  3. Manufacture, distribution, or possession with intent to distribute. Penalty: 1st offense: not more than 5 years and/or not more than \$5,000. 2nd offense: not more than 10 years and/or not more than \$10,000. 3rd or subsequent offenses: not more than 5 years nor more than 20 years and/or not more than \$20,000.
- B. LSD, HEROIN, COCAINE
  1. Possession. Penalty: 1st offense: not more than 2 years and/or not more than \$5,000. 2nd offense: not more than 3 years and/or not more than \$5,000. 3rd or subsequent offenses: not more than 4 years and/or not more than \$10,000.
  2. Manufacture, distribution or possession with intent to distribute. Penalty: 1st offense: not more than 15 years and/or not more than \$25,000. 2nd offense: not less than 5 years or more than 30 years and/or not more than \$50,000. 3rd or subsequent offenses: not less than 15 years or more than 30 years and/or not more than \$50,000.
- C. ICE, CRACK, CRACK COCAINE
  1. Possession of less than 1 gram. Penalty: 1st offense: not less than 2 years or more than 5 years and not less than \$5,000. 2nd offense: not less than 4 years or more than 7 years and not less than \$10,000. 3rd or subsequent offenses: not less than 10 years nor more than 15 years and not less than \$15,000.

*For further information concerning controlled substances,  
please contact the Anderson University Campus Safety Department.  
Please note that penalties are subject to change by state and federal guidelines.*

## RESOURCES AND STUDENT/EMPLOYEE ASSISTANCE

Anderson University is a community and all members of the community are responsible for maintaining order, and discipline on the University campus. The Student Development Division serves the primary role of coordination and implementation of Anderson University's substance abuse policy. The division's position emphasizes the early identification and the intervention into substance use problems experienced by persons. Our personnel and institution's commitment is made manifest by the following services.

## INFORMATION

The University Health Center provides current information on the use and abuse of alcohol, tobacco, and drugs. Programs are provided on topics of health care throughout the year. The nurse is available for consultation with any person.

This information is made available through brochures, journals, books, video, and cassette tapes, posters and newsletters to faculty/staff and students. High traffic areas of the campus will be provided with handout materials related to substance use and its consequences.

## EDUCATION/PROGRAMMING

Educational experiences are offered by key areas within the University. These experiences include:

- Alcohol Awareness Week - one to two-week emphasis each semester with the focus on substance abuse. Offerings to general campus population and special groups.
- Presentation of videos, films, and invited speakers on issues of substance use and abuse. These will be provided each semester for students and periodically at faculty and staff meetings.

## COUNSELING/REFERRAL

Counselors have special training in addiction counseling. Other staff members of the University have also received special training and experience in addiction counseling and are available for programming, counseling, and referral. The University also has a close affiliation with the Anderson/Oconee Alcohol and Drug Abuse Commission, where persons may be referred for assessment and/or treatment. We also have an agreement with the Vocational Rehabilitation of South Carolina Office to refer individuals for counseling and assistance.

Students referred to counseling due to drug/alcohol violations must pay for the costs of counseling materials.

## PHONE NUMBERS:

Christy Wood, Counselor	622-6074
Anderson University Health Center	622-6063
Anderson University Campus Safety	231-2060
Anderson-Oconee Alcohol and Drug Abuse Commission	260-4168
S.C. Vocational Rehabilitation Office	224-6391

## FIRE DRILL PROCEDURES

State and federal regulations require that a fire drill be held in all resident halls on campus once each semester. This is done to familiarize new students with the alarm systems and means of evacuation during a fire. The Campus Safety Department will conduct these fire drills. These drills will be conducted with the cooperation of the Residence Life Office. Resident students will refer to the publication "Community" for a complete description of fire drill procedures. Basic guidelines are listed below.

Fire drills will be conducted following the procedure outlined below:

- (1) The fire alarms will be sounded and time given for all persons in the building to evacuate the premises.
- (2) A Campus Safety Officer, accompanied by either an Area Coordinator or RA, will check each room to insure that all personnel have left the building. It is the policy of Anderson University to check all closets or anywhere that a person could hide to make certain that everyone is clear.
- (3) After all rooms have been checked, the ranking officer or designated person will give the all clear and persons will be allowed to re-enter the building and their rooms.
- (4) All alarm systems will be reset and checked to make sure they are operating properly.

## ANDERSON UNIVERSITY VEHICLE CODE (AUVC)

Anderson University owns and occupies 60 acres. The University's right to control traffic and parking on its campus is conferred by the *South Carolina Vehicle Code (SCVC)*. The Campus Safety Department has the responsibility and authority to administer the traffic policy of the University and to control traffic accordingly.

The operation of a bicycle, skateboard, or motorized vehicle on campus is a privilege granted by the University and is not a right of any employee, student, or visitor. AUVC rules and regulations are designed to aid the flow of traffic, provide the maximum parking possible, and to make the streets safe for vehicles, pedestrians, residents and children playing on campus.

## **SECTION 1. STATEMENT OF POLICY**

All individuals registering a vehicle with the Campus Safety Department, or operating a vehicle on University property, agree to:

- A. OBEY** all University Policies, Rules, and Regulations:
  - 1. Obtain, read, and abide by the University Vehicle Code.
  - 2. Pay all fees and fines assessed for violations of this code.
  - 3. Protect and hold harmless the University and its students, officers, and employees from all claims from injuries to any persons or damage to property by reason of operation of this vehicle or any vehicle on campus.
  - 4. Maintain licenses, registration, and Liability and Property Damage Insurance for vehicles as required by law.
  - 5. Permit: Issuance of a Permit is not a guarantee that a parking space will be available.
  - 6. Campus shall include the property of the University, areas where University events occur, and areas where students assemble or congregate.
- B. Permits** shall not be issued without proof of:
  - 1. Valid Driver's License.
  - 2. Current DMV Vehicle Registration and license plate.
  - 3. Current Vehicle Insurance for each vehicle operating on University property.
- C. Any expenses incurred by this Department pertaining to vehicles on campus will be the responsibility of the Permit holder, registered owner, or violator with charges applied to that account.**
- D. Anderson University** neither warrants the safety of vehicles nor assumes the responsibility for loss due to theft, vandalism, accident, or damage while the vehicle is on University property.
- E. Parking, Policy, and Moving** violations may be issued at the time of the infraction and posted on the vehicle, or mailed to the violator.

## **SECTION 2. REGISTRATION, PERMITS and RESPONSIBILITIES**

- A. VEHICLE REGISTRATION:** All vehicles must be registered with the Campus Safety Department within 24 hours of driving on campus. Failure to comply may result in a **50% late registration fee**.
  - 1. **Vehicle Registration:** Current student fees are \$35.00 per school year for vehicle permit. A second decal will cost an additional \$15.00.
  - 2. **Responsible person:** The individual registering the vehicle is held responsible for its operation on campus at all times, including payment of all fines.
- B. Unregistered/abandoned vehicles** are subject to being towed away at owner's expense.
- C. Parking permits** are not transferable from one vehicle to another vehicle without prior approval from the Campus Safety Department. Parking permits must be attached in a visible location on the rear bumper or rear window.
- D. Temporary-Visitors-Special Permits** are available at no cost from the Campus Safety Department.
- E. Vehicle storage on campus** requires a Special Permit.
- F. Vehicle/Equipment/Maintenance:** Vehicles operated on University property must comply with the State vehicle equipment regulations.
  - 1. Vehicle repairs or maintenance requires a Special Permit. These permits are issued for a specific period of time and repairs must be completed within the time specified.
  - 2. Unattended vehicles being repaired or requiring further maintenance which are left in an unsafe condition (up on jacks, etc.) are subject to immediate towing.
  - 3. Inoperative registered vehicles remaining inoperative for a period of 30 days are subject to being towed away at owner's expense.

## **SECTION 3. ZONES, CURBS, PARKING, RESERVED AREAS**

The Campus Safety Department and Physical Plant vehicles are exempt. All other vehicles are subject to being towed away at owner's expense. Designated parking stalls are the only authorized parking spaces.

No person shall stop, park, or leave standing any vehicle, unattended, in any of the following places, or conditions:

- A. Yellow Zones** means no parking or stopping at anytime.
- B. Fire Lane/Hydrant:** No parking or stopping at anytime (Tow Away Zones).

1. Fire Hydrant: No parking within 18 feet of hydrant.

- C. Blue Zones (whether marked with a sign or not) are reserved for handicapped parking only, and require a handicap I.D. placard. User must be in possession of a DMV Placard.
- D. Designated Faculty/Staff parking (the yellow spaces): No student shall park in areas posted and reserved for Faculty/Staff. (7:30 a.m. - 4:30 p.m., Monday - Friday)
- E. Visitors Parking: No student, faculty, or staff member shall park in parking area or space designated for Visitors. (8 a.m. - 4 p.m., Monday - Friday)
- F. Sidewalk, dirt, lawn, or landscaped areas may not be used for parking, deliveries, loading, or unloading.
- G. Vehicles must park within a marked space and never occupy more than one space.
- H. Motorcycles, Mopeds, Scooters, and Bicycles must park in appropriate spaces.
- I. Unattended Bicycles must be secured with a sturdy lock, or inside living quarters. No storage is permitted in stairwells, or hallways (immediate removal/loss of locking devices).

#### **SECTION 4. REGULATIONS**

- A. All provisions of the South Carolina Vehicle Code are applicable on University property, except as modified by the AUVC.
- B. Posted signs shall be obeyed at all times
- C. Traffic control signs shall not be evaded by driving to the right of the sign nor off the designated roadway.
- D. The speed limit on Campus is "No Faster Than it is Safe." It is never safe to travel faster than 15 MPH on campus.
- E. Pedestrians have the right of way over vehicles when crossing roadways, within marked crosswalks, unmarked crosswalks at road intersections, and within parking lots.
- F. Sidewalks/Pedestrian walkways: Motorized vehicles, skateboards, and bicycles are prohibited from operating upon sidewalks and pedestrian walkways.
- G. Parking lots must be entered and exited through designated areas. Vehicles shall not be driven across an unbroken white line marking parking lot or pedestrian walkway boundaries.
- H. Barriers, barricades, fences, or posts may be placed at any point necessary for safety, convenience, or traffic control. The removal or moving of such barriers, barrier-tape, barricades, fences, or posts, is forbidden without the permission of the Department.
- I. Vehicle anti-theft/burglar alarms must reset automatically within five (5) minutes of activation. Non-resetting vehicle alarms may result in immediate tow away.
  - 1. Campus Areas: Activated alarms that interfere with classes, office business, or Facility Use events, are subject to immediate tow away.
  - 2. Residential Areas: During the hours of darkness, a third resetting false alarm during the same night may result in the vehicle being towed away.
- J. Blocking campus access or roadways: Vehicles parked in front of a closed gate or obstructing traffic flow are subject to immediate tow away.
- K. Dumping or littering: No person shall place, deposit, or dump any garbage, debris, materials, or hazardous materials upon the grounds of this campus, except in appropriate or designated receptacles.

#### **SECTION 5. OFFENSES**

- A. Any violation of rule, regulation, or policy of the Anderson University Vehicle Code, Personnel Handbook, Student Handbook, or the University Catalog.
- B. Any other applicable violation of regulations not listed above.

#### **SECTION 6. FINES, FEES, AND PENALTIES**

- A. Fines are assessed proportionate to the severity of the violation in accordance with the current fine schedule of the Annual (Campus Safety) Report, and as posted in the Campus Safety Department office.

<b>LIST OF FREQUENT OFFENSES</b>	<b>FINES</b>
No Current Anderson University Parking Permit	\$55.00
Improperly placed parking permits	\$30.00
Parked in reserved parking space	\$45.00
Traveling wrong way on one-way street	\$60.00
Parking in fire lane or area not marked as a parking space	\$50.00
Improperly parked or obstructing traffic	\$45.00
Parking in handicapped zone (Anderson City Police Department has the right to ticket)	\$50.00
Reckless driving	\$60.00
Parking a boat or trailers on campus without special permit	\$25.00

- B. Receipt of five Parking citations per semester will result in probation, additional citations will result in the suspension or loss of Anderson University driving and parking privileges.
- C. Payment of Traffic Fines must be paid within five (5) school days at Anderson Central. Fines paid within these five (5) school days will be reduced by \$15.00. Fines not paid within these five days will be assessed with an additional \$10.00 administration fee to the original fine amount. Unpaid fines may prevent a student from being accepted for another semester or receiving a transcript of grades.

## SECTION 7. APPEALS

- A. Citation Appeals must be made in writing to the Campus Safety Department within 24 hours of the violation. Appeal will only be granted under extenuating circumstances.
- B. Ignorance of regulations, lack of parking space, will not be considered as a defense for violations.
- C. All traffic appeals must be emailed to the address below. To appeal your traffic ticket, include the following information: ticket number, phone number, reason for appeal. Email this information to [traffic appeal@andersonuniversity.edu](mailto:traffic_appeal@andersonuniversity.edu).
- D. To support your appeal, state all relevant facts and mitigating circumstances.

## SECTION 8. TRAFFIC CONCERN COMMITTEE

- A. The purpose of the committee is to hear student appeals to traffic violations. The committee will have final authority.
- B. The committee shall be composed of five students appointed by the President of SGA and approved by the Student Senate. The Director of Campus Safety shall serve as chairman of the committee without a vote.
- C. At least three students on the committee must be present to constitute a quorum.
- D. The decision of the committee will be sent to the student normally within one week after the appeal, stating:
  1. Granted (Violation dismissed, Fine reduced, No Fine - Warning).
  2. Denied (Fine Stands)

## THE JOURNEY PROGRAM

The Journey program is the Anderson University program that is equivalent to "Chapel" at other Christian institutions. Through the Journey, we have the opportunity to emphasize our spiritual development as we learn to worship and grow together. Students, along with faculty and staff are given a variety of worship services, concerts, conferences, and creative presentations designed to introduce them to the person of Jesus Christ and to help them grow spiritually through engaging His presence in their lives.

Successful completion of *The Journey* program is required for graduation at Anderson University. During each semester all traditional full-time students (including residents and commuters) should earn a minimum of eight (8) credits in the program. Each student in the traditional four year academic program will need to successfully pass eight (8) semesters of *The Journey* program in order to meet graduation requirements. A grade of CR (8 credits or more) or NC (less than 8) will be recorded on each student's transcript, however, this grade will not affect the student's GPA.

Exceptions - The only exemptions are for student teachers, study abroad, and other off-campus academic internships during the semester in which they occur. All exemptions must be registered with the office of Campus Ministries located in Sullivan Hall.

## THE CULTURAL EXPERIENCE PROGRAM

The purpose of *The Cultural Experience* program is to provide an opportunity for students to grow in knowledge and appreciation of the arts and also to recognize the value of service to others through active participation in community service projects.

Successful completion of *The Cultural Experience* program (CEP) is required for graduation at Anderson University. During six of eight semesters all traditional full-time students (including residents and commuters) should earn a minimum of four (4) credits in the program. A grade of CR (4 credits or more) or NC (less than 4) will be recorded on each student's transcript. Although this grade will not affect the student's GPA, the grade of "CR" or "NC" does remain on the student's transcript.

A student may visit the office of Student Development for additional information about community service requirements.

Each student in the traditional four-year academic program will need to successfully pass six (6) semesters of *The Cultural Experience* program in order to meet graduation requirements.

Transfer students are awarded credits on a prorated basis according to the number of hours transferred to the University. The only exemptions for *The Cultural Experience* are for student teachers, study abroad, and other off-campus academic internships during the semester in which they occur. All exemption requests for *The Cultural Experience* program must be approved by the office of Student Development.

## ALMA MATER

Dear to our hearts is our  
Alma Mater loyal and true are we;  
Truest devotion till life has ended,  
Wholly we pledge to thee.

Tho' from thy halls far away  
We wander  
Thoughts back to thee will fly,  
And tender mem'ries time  
Cannot sever,  
Love that will never die.

Heaven's choicest blessings  
Ever attend thee.  
Dear Alma Mater mine-  
No shadows harm thee.  
No fears alarm thee.  
Always the sunshine thine.

And tho' we leave thee, we'll  
Never grieve thee,  
True to our trust we'll be;  
Our best endeavor, now and  
Forever,  
Always to honor thee.

-Mrs. Charles Sullivan

## CAMPUS OFFICES FOR QUICK REFERENCE

Academic Dean	231-2145
Admissions	231-2030
Alumni	231-2025
Anderson Central	231-2070
Athletics	231-2029
Bookstore	231-2010
Business Office	231-2130
Campus Dining	231-2031
Campus Ministries	231-2077
Campus Safety	231-2060
Career Services	231-2064
Center for Student Success	231-2107
Counseling Services	622-6074
Financial Aid Planning	231-2070
Fine Arts Center	231-2125
Health Services Center	622-6063
Intramurals	622-6061
Library	231-2050
President	231-2100
Registrar	231-2120
Residence Life	622-6011
Student Activities	231-2107
Student Development	231-2075
Switchboard	231-2000

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